

Check off sheet for Step-Parent Adoption - Huron County Probate Court

	REQUIREMENT LIST	Check off Column
1	Filing Fee \$170.50 paid	
2	Original Typed and Signed Petition - effective date of "January 1, 2010"	
3	Original Signed Consent from mother	
4	Original Signed Consent from father	
5	Certified copy of child's birth certificate MUST be full birth record (LONG FORM) - not short form	
6	Information Sheet for New Birth Record {Form HEA 2757}	
7	Medical Statement Form JFS 1653 on all household members - including child being adopted - examination within last 6 months	
8	Financial Statement - ODJFS 01681	
9	Reference letter on Probate Form from clergyman, if no clergyman one additional letter is required - dated within last 6 months	
10	Reference letter on Probate Form from employer - dated within last 6 months	
11	Four Reference letters on Probate Form from others (not relatives) - dated within last 6 months	
12	Certified copy of Marriage Record	
13	Certified copy of all divorce decrees (e.g. if divorced three times need copies of all)	
14	Proof of death record if either biological parent deceased	
15	Preliminary Petitioner's Account	
16	Final Petitioner's Account - to be filed no later than 10 days before finalization	
17	Putative Father Registry search if biological father is unknown	
18	BCI fingerprint report from petitioner and any household member 18 years or older - valid for one year from date of Record Check	
19	For Clerks only - Consent by minor - if child is 12 years or older (to be executed in open court)	
20	For Clerks only - Initial home study completed- Form ODJFS 1698	
21	For Clerks only - Final home study completed - Form ODJFS 1698	
22	For Clerks only - copies given to adoption assessor	
23	For Clerks only - if no consent from parent & court issued notice - make sure certified mail restricted delivery has been perfected	
24	For Clerks only - Gold Seal Entry prepared & clerk made copy for our file; given to parents after birth record received.	
25	For Clerks only - Form 18.8 - Adoption Certificate for Parents given after birth record received	
26	For Clerks only - Request for Notification (ODJFS 1679) prepared by clerk; given after birth record received	
27	For Clerks only - Statement of Adopted Person prepared	
	(Last Updated 12/5/2016)	