

Oakland County Circuit Court – Family Division, Adoption Services
1200 N. Telegraph
Pontiac MI 48341-0452
(248) 858-0031

Instructions for
Delayed Registration of Foreign Birth Established by Court Order

The procedure that allows for the creation of a Michigan birth certificate for children adopted in foreign countries by Michigan residents is established in MCL 333.2830.

In order to be eligible for a Michigan birth certificate through Oakland County, the adoptive parent(s) (“petitioner(s)”) must be a current resident of Oakland County. Also, the adoption must have been completed in a foreign country, and the petitioner must have an IR3 visa from the INS.

Please complete the following steps to receive a Michigan birth certificate:

1. Submit a copy of the original birth certificate and *Order of Adoption*, including the English translations.
2. Submit a copy of two pages of the adoptee’s passport: the page showing the child’s picture, and the page showing the IR3 stamp.
3. Complete and submit the *Motion and Order for Delayed Registration of Foreign Birth* form (PCA-350). That form is available on the SCAO Website <http://courts.michigan.gov/scao/courtforms>. When completing this form, “*In the matter of*” should be followed by the name on the child’s original foreign birth certificate.
4. Complete and submit the *Application to Establish Delayed Registration of Foreign Birth* (DCH-0855) form for the Michigan Department of Health. This form is sent to Lansing to prepare your child’s birth certificate, so it is essential that your information is truthful, legible and correct. Be sure to fill out both sides of this form.
5. There is a \$150.00 filing fee. Please make your check payable to the **Oakland County Probate Court**. Your driver’s license and phone number should be on the check.
6. The Department of Public Health requires an additional filing fee of \$40.00 for registering and providing a certified copy of a birth certificate. There is a \$12.00 fee for each additional copy of the birth certificate requested. Please make your check payable to the **State of Michigan**. For your information the Department of Public Health will not allow you to order more than two additional Birth Certificates.
7. When all of the requested materials have been received, the court will review the documents and sign the orders. Once the court has signed the orders, you will be notified by mail.

8. Your paperwork and check will be sent to the Michigan Department of Health in Lansing. You will receive the birth certificate(s) directly from the Department of Health, which can take from six to eight weeks. If you have any further questions on this matter, please contact the Michigan Department of Health at (517) 335-8660.
9. If the adoptee's date of birth was not established in the foreign country, or if it is found to be incorrect, a hearing will be set within two to three weeks. The petitioner(s) will need to attend and present testimony to establish the date of birth. The deputy register will notify you of the date and time of the hearing.

All documents should be submitted to the Oakland County Circuit Court - Family Division, Adoption Services. If you have any questions regarding this information, please feel free to contact Adoption Services at (248) 858-0031.

CHECKLIST

Delayed Registration of Foreign Birth Established by Court Order

Make sure that you enclosed all of the following documents:

1. Copy of original birth certificate, including English translation.
2. Copy of the *Order of Adoption*, including English translation.
3. Copy of passport (see no. 2 on instruction sheet).
4. ***Motion and Order for Delayed Registration of Foreign Birth*** (PCA-350)
5. ***Application to Establish Delayed Registration of Foreign Birth*** (DCH-0855)
6. \$150 filing fee payable to the **Oakland County Probate Court**
7. \$40 Michigan Department of Health fee payable to the **State of Michigan** (and \$12 for each additional copy).