

Special Instructions for Step-Parent, Relative, and Guardian Adoptions

Every person requesting to adopt must follow these instructions before the Court can act on the petition, in reference to the Michigan Adoption Code, 710.22a.

Every person requesting to adopt must have one (1) complete set of fingerprints taken at a local police agency. Those fingerprints will be used by the Criminal Justice Information Center (CJIC, which is a division of the MSP) to check criminal records. The CJIC will send a report back to the person requesting the criminal history check.

INSTRUCTIONS:

1. File the Petition for Adoption (PCA 301) with the Antrim County Clerk's office and pay the applicable fee. (\$162.00)
 2. Make one (1) copy of the completed Petition for Adoption.
 3. Go to your local police agency and ask for a state fingerprinting applicant card. (it MUST be an RI-008 form) Complete the card entirely and make sure you complete box F to show that the 'response' (criminal history information) will be sent back to you. Take a copy of the Petition for Adoption (PCA 301) with you and show this to the person who will be fingerprinting you. You may have your fingerprints taken at the Antrim County Sheriff's Department, (231-533-8627) where you will need to pay a processing fee. Additionally, if you are a resident of the Village of Elk Rapids, you may be fingerprinted there free of charge. Please call them ahead of time at (231) 264-6592 to arrange this.
 4. After you have had your fingerprints taken, mail the copy of the Petition to Adopt, the fingerprint card, and applicable processing fee to:
Michigan State Police
CJIC
7150 Harris Drive
Lansing, MI 48913
- The fee should be in the form of a money order or personal check, made payable to the State of Michigan.
5. The Criminal Justice Information Center will review their criminal records and will send your information to you within 3 to 5 weeks. When you receive the report, forward this information to the Court. The fingerprint card is your property and the Court has no need for it.
 6. After the Court receives the required report from the Criminal Justice Information Center, the Court can then proceed on your Petition for Adoption.