

**7<sup>th</sup> Circuit Court – Family Division  
Genesee County**

Delayed Registration of Foreign Birth Requirements

1. Genesee County must be the court that issued the order of adoption or be the current county of residency.
2. Submit a copy of the original birth certificate and Order of Adoption, including any English translations.
3. Submit a copy of the adoptee's passport, showing the page with the child's picture and the page with the IR3 stamp, if applicable.
4. Complete and submit the ***Motion and Order for Delayed Registration of Foreign Birth*** form (PCA 350). The form is available on the SCAO website <http://courts.mi.gov/Administration/SCAO/Forms/courtforms/adoptions/pca350.pdf>. When completing this form, "*In the matter of*" should be followed by the name on the child's original foreign birth certificate.
5. Complete and submit the [\*\*\*Application to Establish Delayed Registration of Foreign Birth form \(DCH 0855\)\*\*\*](#). This form is sent to the Michigan Department of Community Health to prepare your child's birth certificate, so it is essential that your information is truthful, legible, and accurate. Be sure to fill out both sides of this form.
6. There is a \$175.00 filing fee and payment must be in the form of cash or money order. Please make the fee payable to **Genesee County Probate Court**.
7. There is a \$50.00 new birth record fee. Payment must be in check or money order, payable to the **State of Michigan**. Additional copies are \$16.00 each.
8. Once all of the requested materials have been received, the Court will review the documents and sign the orders. Your paperwork and check will be sent to the Michigan Department of Community Health in Lansing. You will receive the birth certificate from the Michigan Department of Community Health, which can take several weeks. If you have any further questions on this matter, you can contact the Michigan Department of Community 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 will need to attend the hearing and present testimony to establish the date of birth.
10. All documents should be submitted to the Genesee County 7<sup>th</sup> Circuit Court-Family Division Adoption Unit. If you have any questions regarding this information, please feel free to contact the Adoption Unit at (810) 424-4470.