

ADOPTION OF A MINOR CHILD

PARENTAL RIGHTS WERE TERMINATED UNDER CHAPTER 39 OF THE FLORIDA STATUTES

	Document/Pleading Checklist
	Petition is filed in the <u>division</u> of the circuit court that entered the judgment terminating parental rights or a Motion for Change of Venue has been filed and granted (Check if Notice of Related Cases has been filed).
	The petitioner is listed as a party who may adopt.
	The petition lists date and place of birth of adoptee; name to be given to the adoptee; date petitioner acquired custody; if applicable, the name of the adoption entity placing the minor; full name, age, and place and duration of residence of the petitioner; marital status of the petitioner (date and place of marriage, if married); divorces of petitioner (if applicable to an adoption by a stepparent); a statement that the petitioner is able to provide for the material needs of the child; a description and estimate of the value of any property held by the adoptee; the case style and date of entry of the judgment terminating parental rights, or the address of any person whose consent to the adoption is required; if consent has not been obtained, the facts or circumstances that excuse the lack of consent to justify a termination of parental rights; and reasons why petitioner desires to adopt adoptee.
	Consent of Department of Children and Families (DCF) is filed (unless waived).
	<i>Certified copy</i> of TPR order is filed.
	Search of Florida Putative Father Registry is filed.
	Written Statements Acknowledging Receipt of Disclosure to Adoptive Parents is filed.
	Signed Statements must include acknowledgment of receipt of the following: • Background information of the minor child of information disclosed to the adoption entity by parents, legal custodian of DCF (confidential info has been redacted). • Family and social medical history of birth parents. • Biological mother's medical records documenting prenatal, birth, and

	delivery of child. • Medical records of minor child documenting medical treatment and care. • Mental health, psychological, psychiatric records, reports and evaluations concerning the child before placement. • Educational records of the minor child, including any special education needs before placement. • Records documenting incidents that required DCF to provide services to the child (including orders of adjudication dependency or TPR under Chapter 39; any case plans drafted to address the child's needs; protective services investigations concerning the child; GAL Reports filed with the Court concerning the child; written information concerning the availability of adoption subsidies).
	Adoption entity has filed an affidavit stating the reasons why any of the required information was not provided.
	Preliminary Home Study is filed (valid 1 year after the date of completion).
	Preliminary Home Study has been performed by a licensed child-placing agency, a child-caring agency registered under section 409.176 of the Florida Statutes, a licensed professional, or an agency described in section 61.20(2) of the Florida Statutes, and is filed with the Court.
	Preliminary Home Study (minimum requirements): • Interview with intended adoptive parents. • Record checks of the Department's Central Abuse Registry. • Criminal Record checks under section 39.0138 of the Florida Statutes through the Department of Law Enforcement. • Assessment of the physical environment of the home. • A determination of the financial security of the intended adoptive parents. • Documentation of counseling and education of the intended adoptive parents on adoptive parenting. • Documentation that information on adoption and the adoption process has been provided to the intended adoptive parents. • Documentation that information on support services available in the community has been provided to the intended parents.
	Favorable Final Home Investigation is filed (must include information from

**Adoption of a Minor Child
Parental Rights Terminated under
Chapter 39 of the Florida Statutes
Page 3**

	the preliminary home study; after the minor is placed in the intended adoptive home, two (2) scheduled visits with the minor and adoptive parent(s), one visit must be in the home to determine the suitability of the placement; family and social and medical history; evaluation of placement, and recommendation of agency).
	Proof Interview with Minor if over 12 years (unless consent of minor in TPR has been waived) is filed.
	<i>Certified copy</i> of minor's birth certificate (unless previously filed in TPR proceeding) is filed.
	Petitioner is present at hearing or Motion to excuse presence has been filed.
	Adoptee (unless 12 years old or younger) is present or Motion to excuse presence has been filed.
	The Notice of Hearing has been given to each party in accordance with Florida Rules of Civil Procedure 1.080(a) and 1.090(d) and section 63.122(2) of the Florida Statutes.
	Notice of the Hearing has been given to adoption entity placing the minor child.
	Are there any issues that need to be further examined or investigated prior to entry of the final judgment? If yes, the Court may continue the hearing.
	The Petitioner has complied with the statutory requirements of Chapter 39 and Chapter 63 the Florida Statutes.