

ADOPTION OF A MINOR CHILD BY A **STEPPARENT OR RELATIVE** UNDER CHAPTER 63 OF THE FLORIDA STATUTES

	Document/Pleading Checklist
	A Joint Petition for Termination of Parental Rights and Adoption is verified and signed by the petitioner or if the Court has previously entered a TPR order, a <i>certified copy</i> of the TPR order has been filed along with the petition for adoption.
	The petitioner is listed as a party who may adopt. (Relative means a person related by blood to the person being adopted within the third degree of consanguinity).
	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.
	Petition is filed in the correct county (venue). Venue is not objected to by one of the parties, otherwise a hearing is required.
	Each Consent Form or the Affidavit of Nonpaternity was properly executed.
	Consent Forms were obtained from birth mother, biological father, adoptee if over 12 years of age.
	Was a Waiver of Service of Pleadings and Notice of Hearing requested by any of the parties whose consent was required?
	Forms requiring two witnesses (signature and contact information provided)

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	are properly executed and notarized by a notary.
	Search of Florida Putative Father Registry is filed (a pro se party is required to file a Motion for Search of the Putative Father Registry prior to the search).
	Required Inquiry Affidavit has been filed.
	UCCJEA is provided.
	Indian Child Welfare Act Affidavit is filed, signed, and properly executed.
	Petitioner(s) and Adoptee are present at final hearing (or Motion was filed and the Court excused Petitioner's and/or Adoptee's presence).
	Age of biological parents were checked (if 14 years of age or younger, parent, legal guardian, or court-appointed witness needed).
	Personal service required (identity and location of person whose consent is needed are known).
	Affidavit of Diligent Search (location is unknown for person whose consent is needed).
	Constructive Service - publication is in the correct county with the specific notice requirements as required by statute. <i>See</i> § 63.088(6), Fla. Stat. (2013).
	If Out-of-State Placement - Affidavit of Compliance with Interstate Compact on Placement (<i>see</i> Fl. Admin. Code 65C-15.037) has been filed.
	Any forms requiring two witnesses (signature and contact information provided) are properly executed and notarized by a notary.
	Notary completed all sections on the forms (county, type of identification produced, date, and if applicable, time of execution).
	Is an adoption entity requesting fees? Are the fees itemized?
	If a declaratory statement has been previously entered by the Court, it has been filed along with the petition for adoption.
	The Court may require a Preliminary Home Study for good cause shown.
	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 63 of the Florida Statutes.