

PETITION FOR TERMINATION OF PARENTAL RIGHTS UNDER CHAPTER 63 OF THE FLORIDA STATUTES

	Document/Pleading Checklist
	Petition for Termination of Parental Rights (TPR) is filed in either the county where the child resides or the county where the adoption entity is located.
	A Waiver of Venue (separate document) is obtained from the biological parent(s) (properly executed and notarized).
	Petition for TPR is filed after the birth of the minor child.
	Petition for TPR is filed by a parent or person with physical custody of the minor child. In the case of an adoption entity, the persons having physical or legal custody have executed a Consent to Adoption <i>and</i> consent in writing to the adoption entity filing the petition (Original consent must be filed with the petition).
	Petition for TPR is entitled “In Matter of the Termination of Parental Rights for the Proposed Adoption of a Minor Child”.
	Petition for TPR is signed by the petitioner under oath stating petitioner’s good faith in filing the petition.
	Petition for TPR includes the minor’s name, gender, date of birth, and place of birth.
	Petition for TPR includes all names by which the minor is or has been known (<u>excluding</u> the minor’s prospective adoptive name but including the minor’s legal name at the time of filing the petition). If the infant child’s adoptive name appears on the original birth certificate, the adoptive name shall not be included in the petition or included elsewhere in the termination of parental rights proceeding.
	Petition for TPR includes all information required by the UCCJEA.
	Petition for TPR includes all information required by Indian Child Welfare Act.
	Petition for TPR includes a statement of the grounds upon which the petition is based.
	Petition for TPR includes the name, address, and telephone number of adoption entity seeking to place the minor for adoption.

	Petition for TPR includes the name, address, and telephone number of the division of the circuit court in which the petition is to be filed.
	Petition for TPR contains a certification of compliance with the requirements regarding notice to grandparents.
	Evidence of service of petition and summons unless a waiver of service of the pleadings and notice of hearing is filed.
	Written consent, affidavit of nonpaternity or affidavit of diligent search is filed for <u>each person</u> who is required to consent to adoption.
	<i>Certified</i> death certificate is provided for any person whose consent is required but deceased.
	Consent of adoptee who is over 12 years of age is filed.
	Consent or affidavit of nonpaternity by a minor parent who is 14 years or younger must be witnessed by a parent, legal guardian, or court-appointed guardian ad litem.
	Consent or affidavit of nonpaternity informs the person of the right to have at least one of the witnesses be an individual who does not have an employment, professional, or personal relationship with the adoption entity or the prospective adoptive parents.
	Child is more than 6 months old, the birth parent's consent must contain a statement that consent is subject to a revocation period of 3 business days.
	Child is 6 months old or younger, the birth parent's consent must contain language in at least 12-point boldfaced font of the language in section 63.082(4) of the Florida Statutes.
	Written acknowledgment of receipt of consent signed by each person whose consent is required is filed.
	Affidavit of diligent search is filed for any person whose consent is required but his/her location is unknown.
	Constructive Service for any person whose location is not discoverable through diligent search made 30 days before the final hearing (compliance with Chapter 49 and section 63.088 of the Florida Statutes).
	Family, Social, and Medical History of birth parents or an affidavit of diligent search is filed for a parent whose consent is required but not located.
	Summary of Interview with birth parent before consent is executed by a representative of the adoption entity is filed.
	<i>Certified</i> copy of the child's birth certificate is filed.

	Required Inquiry Affidavit is filed.
	Copy of Adoption Disclosure and original written statement acknowledging receipt of disclosure is filed.
	Certificate of Diligent Search of Florida Putative Father Registry is filed.
	Service of Notice of Intended Adoption Plan (NOIAP) by adoption entity is filed on any known and locatable unmarried biological father (unmarried biological father is identified by the date the birth mother signs her consent for adoption and the child is 6 months of age or less at the time the mother's consent is executed).
	Out of State Placement of Minor Child – Affidavit from biological parents supporting their choice to place the child with a prospective adoptive parent out of the State of Florida is filed (properly executed and notarized).
	Notice of Related Cases is filed.
	Forms (i.e. consent and affidavits) are properly signed, executed, and notarized (date and time executed required on some forms).
	Are there any issues that need to be further examined or investigated prior to entry of a Final Order Terminating Parental Rights? If yes, the Court may continue the hearing.
	The Petitioner has complied with the statutory requirements of Chapter 63 of the Florida Statutes.