

THIRD JUDICIAL CIRCUIT OF FLORIDA

CHECKLIST FOR: PETITION FOR ADOPTION OF A MINOR RELATIVE

You may obtain the following forms at:

www.flcourts.org - (select) – Self Help, Family Law Forms

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Local Form (Attached)
 - Petition for Adoption by Relative

 - Consent and Waiver by Parent
This form must be signed by the parent(s) who is (are) relinquishing all rights to and custody of the child(ren) to be adopted. Consent must be signed and notarized with two witnesses other than the notary.

- Form 12.981(a)(5) (Attached)
 - Indian Child Welfare Affidavit

- Form 12.981(a)(6) (Attached)
 - Motion for Search of Putative Father Registry
 - Form DH1963 (07/2012) – Florida Putative Father Registry
– Application for Search (must be typed)
(Available at Fla. Dept. of Health – Florida Vital Statistics website or Google Search)

- Form 12.900(h) (Attached)
 - Notice of Related Cases

- Form 12.902(d) (Attached)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)

- Birth Certificate - Certified copy of child's birth certificate

INSTRUCTIONS:

1. **Fully complete** the above forms.
 2. Make sure the appropriate forms are **notarized**.
 3. Make **two (2) copies** of each form.
 4. File your **original documents** with the **Clerk of Circuit Court – Family Division**.
 5. The Clerk's Office will issue the Summons documents.
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HOW TO SERVE THE OTHER PARTY...

Proof of Service:

Bring the following forms COMPLETED to the Clerk of Circuit Court – Family Division for a Deputy Clerk to sign:

- Form 12.910(a) Summons (Attached)
- Form 12.910(b) Process Service Memorandum (Attached)

Once the forms are signed by the Clerk, the following will be delivered to the Sheriff's Office Civil Division:

- copies of filed forms
- Summons
- Process Service Memorandum
- service fee to the Sheriff's Office Civil Division

Proof of Service using Sheriff's Office OUTSIDE of your County:

IF the other party lives outside of your County, **YOU MUST** mail or physically take your copied documents, **including** the Summons, to the Sheriff's Office in the city/county/state where the other party lives.

You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.