

REQUIRED ITEMS FOR PETITION FOR ADOPTION BY STEPPARENT

NOTE: Unless otherwise noted, all forms listed below can be found at www.flcourts.org under Self Help - Family Law Forms

___ **Joint Petition** Form 12.981 (c)(1) Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:

- Child must reside in the county where case is filed [63.087 (2) (a)]
- Date and place of birth of adoptee must be listed
- Name to be given to adoptee (should also be listed in the case style)
- Adoptee has been in the Petitioner's custody for at least 90 days
- Marital status of petitioner(s), including date and place of marriages must be listed
- Reasons why petitioner desires to adopt adoptee
- Prior divorces of petitioner(s) must be listed
- Reasons why the biological parent's rights should be terminated MUST be listed if consent is not given

___ **Designation of Current Mailing and Email Address form (per A.O. A-2022-47)**

___ **UCCJEA Affidavit** Form 12.902 (d) - MUST include child(ren)'s residence for last 5 years

___ **Certified Copy of ALL Adoptee(s) Birth Certificate(s)**

___ **Indian Child Welfare Act Affidavit** Form 12.981 (a)(5)

___ **Necessary Consents** Pursuant to Florida Statute 63.082(1)(a) all consents must be witnessed by two (2) witnesses AND be notarized -- **NOTE: The notary CANNOT be a witness**

- Parent's Consent Form 12.981 (a)(1)
- Adoptee's Consent (required if child is over age 12) Form 12.981 (a)(2)

___ **Notice of Related Cases** Form 12.900 (h)

___ **Motion for Search of Putative Father Registry** Form 12.981 (a)(6) Pursuant to Florida Statute 63.054(7)(a) a search of the Putative Father Registry shall be done in **ALL** adoption cases

___ **Results of Putative Father Registry Search** You may send your application to the Office of Vital Statistics to search the Putative Father Registry after you receive an Order Granting Motion for Search of Putative Father Registry. Pursuant to Florida Statute 63.054(7)(a) a search of the Putative Father Registry shall be done in **ALL** adoption cases **NOTE: A hearing CANNOT be set until the results have been filed**

___ **Affidavit of Service of Process** for each Consent and/or for the Petition

- **Summons** Form 12.910 (a)
- **Personal service** is required if the party's last known whereabouts are known (Alternatively, the consenting parent may file a Consent and Waiver by Parent (Form 12.981 (a)(1)). Forms are available at www.flcourts.org)
- **By Publication***: Must publish once a week for four (4) consecutive weeks in a publication in the county of the last known residence of the responding party [See Florida Statute 63.088 (6)]. PETITIONER RESPONSIBLE
- **By Posting***: if the Petitioner is found indigent by the Clerk of Court. CLERK WILL POST FOR PETITIONERS

*** If serving by Publication or Posting you must first complete a Stepparent Adoption -- Affidavit of Diligent Search Form 12.981 (a)(4) AFTER proof of non-service has been filed. NOTE: This affidavit must be filled out completely with supporting documentation attached to the affidavit.**

___ **Motion to Set Final Hearing** Form available at www.marioncountyclerk.org **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**