

FAMILY COURT SERVICES
76347 Veterans Way, Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
PETITION FOR ADOPTION OF ADULT BY STEPPARENT

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
 2. **Fully complete** the forms below.
 3. File your **original documents** with the **Civil Department Clerk of Courts – 1st floor**. *Filing fee required*
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- ☐ Form 12.981(c)(1)
 - Petition for Adoption of Adult by Stepparent
- ☐ Form 12.981(a)(2)
 - Stepparent Adopt: Consent of Adoptee
- ☐ Form 12.981(c)(2)
 - Stepparent Adoption: Consent of Adoptee's Spouse (if married)
- ☐ Form 12.914 Certificate of Service acknowledging notice of filing petition or **COPY** of Death Certificate if parent(s) are deceased. (#11 on Petition)
- ☐ Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- ☐ Local Form (Attached) - Motion for Search of Putative Father Registry (Adult)
 - 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)
- ☐ Local Form (Attached) - Order Granting Motion for Search of Putative Father Registry (Adult)
- ☐ Local Form (Attached)
 - Final Judgment of Adoption of Adult by Stepparent
- ☐ Birth Certificate
 - Certified copy of adult's birth certificate
- ☐ Proof of Florida Residency
 - (Florida Driver's License/Identification, Voter Registration Card)
- ☐ Form 12.915 Designation of Current Address and E-mail Address

- ☐ Form 12.928 Civil Cover Sheet for Family Court Cases

HOW TO SERVE THE OTHER PARTY...

- ☐ **Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server**

Bring the following forms COMPLETED to Civil Department Clerk's Office for a clerk to sign:

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

Once the forms are signed by the clerk, take the following:

- Copies of Filed Forms
- Summons
- Process Service Memorandum
- Service fee to be paid to the certified approved process server.
- Request a copy of the current approved Certified Process Servers when you file your case.

- ☐ **Proof of Service using Sheriff's Office OUTSIDE of Nassau County**

IF the other party lives outside of Nassau 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.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR NASSAU COUNTY, FLORIDA

Case No.: _____

Division: _____

IN THE MATTER OF

_____,
Adult

MOTION FOR SEARCH OF THE PUTATIVE FATHER REGISTRY

Petitioner, *{full legal name}* _____, files this Motion for Search of the Putative Father Registry, and states:

1. This is an action for Petition for Adoption of Adult by Stepparent _____ who is the Petitioner.
2. The Florida Putative Father Registry - Application for Search is completed and attached to this Motion.

WHEREFORE, I request that this Court enter an Order Granting Motion for Search of the Putative Father Registry.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this motion and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Designated E-mail Address(es): _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

{Print, type, or stamp commissioned name of notary or clerk.}

_____ Personally known
_____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the petitioner.

This form was completed with the assistance of:

{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____, *{state}* _____, *{zip code}* _____, *{telephone number}* _____.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR NASSAU COUNTY, FLORIDA

Case No.:
Division:

IN THE MATTER OF

Adult

**ORDER GRANTING MOTION FOR SEARCH OF
THE PUTATIVE FATHER REGISTRY**

Upon consideration of Petitioner's Motion for Search of the Putative Father Registry, this Court finds:

1. This is an action for Petition for Adoption of Adult by Stepparent, _____ who is the Petitioner, preceding pro se.

NOW, THEREFORE, IT IS ORDERED THAT:

1. The Office of Vital Statistics, Department of Health shall conduct a search of the Putative Father Registry upon receipt of a completed application and payment of any authorized fee.
2. The State Registrar shall issue a certificate indicating the results of such search which shall be filed in this proceeding by transmitting the certificate to the clerk of court.

DONE and ORDERED on: _____ in Yulee, Nassau County, Florida.

Circuit Judge

I certify that a copy of the {*name of document(s)*}

was () mailed () faxed and mailed () e-mailed () hand-delivered to the parties and to any other persons or entities listed below on {*date*} _____.

By: Clerk of Court, Designee, or Judicial Assistant

State Registrar, Office of Vital Statistics

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR NASSAU COUNTY, FLORIDA

Case No.:

Division:

IN THE MATTER OF THE ADOPTION OF

FINAL JUDGMENT OF ADOPTION OF ADULT BY STEPPARENT

Upon consideration of the Petition for Adoption of Adult by Stepparent and the evidence presented, the Court finds that:

1. The Court has subject matter jurisdiction over the Petition for Adoption of Adult by Stepparent.
2. The Court has jurisdiction over the adults subject to the Petition for Adoption of Adult by Stepparent.
3. Petitioner desires the permanent responsibility of a parent in this adoption.
4. _____ The birth or legal parents with intact parental rights have been properly noticed of this action.

OR

_____ The adult adoptee's birth or legal mother
_____ with intact parental rights has been properly noticed of this action.
_____ is deceased. A certified copy of the death certificate is attached.
_____ previously had her parental rights terminated by a court of competent jurisdiction.

_____ The adult adoptee's birth or legal father
_____ with intact parental rights has been properly noticed of this action.
_____ is deceased. A certified copy of the death certificate is attached.
_____ previously had her parental rights terminated by a court of competent jurisdiction.

5. _____ The Adult adoptee is unmarried

OR

_____ The consent of the Adult Adoptee's Spouse is attached.

_____ The Adult Adoptee's Spouse refuses to consent. The court has considered the reasons therefore and has found the withholding of consent to be unreasonable.

6. The best interest of the adult will be promoted by the adoption.

7. The Adult adoptee is (are) suitable for adoption by Petitioner.

NOW, THEREFORE, IT IS ORDERED that:

1. The adult adoptee subject to the Petition is (are) declared to be the legal child(ren) of Petitioner,
_____.
2. The adult adoptee shall be the child(ren) and legal heir(s) at law of Petitioner,
_____, and shall be entitled to all rights and privileges, and subject to all obligations, of child(ren) born of Petitioner.
3. All legal relations between the adoptee(s) and the parent whose rights are being terminated and between the adoptee(s) and the relatives of that parent are terminated by this adoption, as are all parental rights and responsibilities of that birth parent.
4. This Final Judgment of Adoption creates a relationship between the adoptee(s) and Petitioner and all relatives of Petitioner that would have existed if the adoptee(s) was (were) a blood descendant of the Petitioner, born within wedlock, entitled to all rights and privileges thereof, and subject to all obligations of a child being born to Petitioner.
5. The adult adoptee shall hereafter be known as *{full legal name(s)}*:
_____.

DONE AND ORDERED at _____, Florida on _____.

CIRCUIT JUDGE

I certify that a copy of *{name of document(s)}* **Final Judgment of Adoption of Adult by Stepparent** was () mailed () faxed and mailed () e-mailed () hand-delivered to the parties and any persons or entities listed below on *{date}* _____.

By: Clerk of Court, Designee, or Judicial Assistant

Petitioners (or their attorney)

Other: _____