

Petition for Stepparent Adoption Checklist

1. Civil Cover Sheet for Family Law Cases, Form 12.928
2. Proof of Residency
3. Joint Petition for Adoption by Stepparent, Form 12.981(b)(1)
4. Acceptance and Waiver of Service of Process of Summons **or** Return/Affidavit/Proof of Service from the sheriff's office
5. Stepparent Adoption: Consent and Waiver by Parent, Form 12.981(a)(1) (need two – one from each parent, if possible)
6. Stepparent Adoption: Consent of Adoptee, Form 12.981(a)(2) *This form is used only if the adoptee is over 12 years of age.*
7. Notice and Acknowledgement of Limitation of Services Provided
8. Disclosure from Nonlawyer, Form 12.900(a) *This form is only used when a non-lawyer has assisted in the completion of the forms.*
9. Designation of Current Address and E-mail Address, Form 12.915
10. Notice of Related Cases, Form 12.900(h)
11. Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Form 12.902(d)
12. Indian Child Welfare Act Affidavit, Form 12.981(a)(5) (need one for each child in the proceeding)
13. Motion for Search of the Putative Father Registry, Form 12.981(a)6 and Order Granting Motion for Search of the Putative Father Registry, Form 12.981(a)(7)
14. Copy of Birth Certificate
15. Copy of respondent's death certificate, if deceased
16. Process Service Memorandum, Form 12.910(b)
17. Request for Hearing
18. Certified Statement of Final Decree of Adoption. *This is a Florida Department of Health Vital Statistics form and will not normally need to be filed until there is a final judgment.*