**FAMILY COURT SERVICES - ROOM 2150**

**501 WEST ADAMS STREET, JACKSONVILLE, FL 32202**

**(904) 255-1060**

**CHECKLIST FOR:   
PETITION FOR RECOGNITION OF FOREIGN ADOPTION**

You may obtain the following forms at:

[www.flcourts.org](http://www.flcourts.org) - **(select)** – Self Help, Family Law Forms

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

* Local Form (Attached)
  + Petition for Recognition of Foreign Adoption of Minor Child(ren) Born in a Foreign Country

(Petition must be entitled “In The Matter of the Adoption of (*adoptee’s name)*

* Form 12.900(h) **(Must be Filed)**
  + Notice of Related Cases
* Local Form (Attached)
  + Final Judgment of Recognition of Foreign Adoption Order
* Form 12.902(d)
  + Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
* Proof of Florida Residency
  + (Florida Driver’s License/Identification, Voter Registration Card)
* Other Required Documents *(English translation must accompany documents written in language other than English)*
  + Birth Certificate
    - Certified copy of child’s birth certificate
  + Court Order of Adoption
    - Court Orders issued within or without the United States pertaining to adoption of child

**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 **Family Law Clerk of Courts Room 2474 - 2nd floor**.
5. The Clerks Office will issue the **Summons** documents (instructions on next page).

**HOW TO SERVE THE OTHER PARTY…**

* **Proof of Service using the Jacksonville Sheriff’s Office in DUVAL COUNTY**

Bring the following forms COMPLETED to Room 2474 Family Law 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
* $40.00 service fee to the Sheriff’s Civil Process Unit

**Sheriff’s Civil Process Unit**

5th Floor, Duval County Courthouse

Room 5141 (Exit out of elevators, turn left; JSO Badge on door)

Office Hours 8AM-4PM

Office Phone Number: 904-255-2470

* **Proof of Service using Sheriff’s Office OUTSIDE of Duval County**

IF the other party lives outside of Duval 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 DUVAL COUNTY, FLORIDA

CASE NO.:

DIVISION: FM-

IN RE: THE ADOPTION OF

,

*{use name to be given to child(ren)}*

Adoptee(s).

**PETITION FOR RECOGNITION OF ADOPTION OF A MINOR CHILD**

**BORN IN A FOREIGN COUNTRY**

Comes Now the Petitioners , and being sworn files this joint petition for adoption of the above- named child under Chapter 63 Florida Statues.

1. This is an action for adoption of a minor child born outside of the United States.
2. Petitioners desire to adopt the following child:  
   Child’s Current Name Birth date Birthplace

A certified copy of the birth certificate of the child to be adopted (including an English translation) is attached to this petition.

1. The child has resided in our care and custody sine *{date}* .
2. We wish to adopt the child because we would like the State of Florida to establish legally the parent-child relationship already existing between the child and us. Since the above date, we have been able to provide adequately for the material needs of the child and are able to continue doing so in the future, as well as provide for the child’s mental and emotional well-being. Our facilities and resources are as described in the home study and investigative report conducted by *{name of agency}* on *{date of report}* .   
   The home study and investigative report are attached to this petition.
3. The adoptee’s name shall be:
4. Information pertaining to the birth mother and the birth father; their consents or reason their consents are not required or should be excused are contained in the following documentation (including English translation):

**WHEREFORE**, we request that this Court enter a Final Judgment of Adoption of minor child and change the name of the adoptee

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

Date:

Signature of Adoptive Father

Printed Name:

Address:

Tel. No.:

E-Mail:

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

Date:

Signature of Adoptive Mother

Printed Name:

Address:

Tel. No.:

E-Mail:

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,

IN AND FOR DUVAL COUNTY, FLORIDA

CASE NO.:

DIVISION:

IN RE: THE ADOPTION OF

, a minor,

Adoptee

**FINAL JUDGMENT FOR RECOGNITION OF FOREIGN ADOPTION ORDER**

Upon consideration of the Petition for Recognition of Foreign Adoption and the other evidence presented, the Court finds that:

1. The Court has subject matter jurisdiction over the Petition for Recognition of Foreign Adoption, and personal jurisdiction over the parties.
2. The Court has jurisdiction over the minor child subject to the Petition for Recognition of Foreign Adoption in that the minor child and the Petitioners reside in Duval County, Florida, and have significant connections with the state.
3. There is no pending litigation regarding the minor child in this state or any other state or country; and there is no person not a party to this proceeding who has, or claims to have, any custody or visitation rights.
4. The adoption of the minor child was in compliance with the adoption proceedings and laws of {*Country, Province, Adoption Agency/Authority*}
5. It is in the best interest of the child that the foreign judgment of adoption be recognized and given full faith and credit in the State of Florida.

**NOW, THEREFORE, IT IS HEREBY ORDERED AND ADJUDGED** that:

1. The judgment of adoption from {*country*] as evidence by the documentation filed in this matter is hereby domesticated, and the rights and obligations of the parties to this proceedings shall be determined as through the judgment was issued by a court in this State.
2. The minor child subjected to this Petition is recognized as the legal child of Petitioner, and .
3. The minor child shall be the legal heir of the Petitioner, and   
    shall be entitled to all rights and privileges thereof, and subject to all obligations of a child born to Petitioners.
4. This Court recognizes that the Final Judgment of Adoption created a relationship between the adoptee and the Petitioners, and all relatives of Petitioners that would have existed if the adoptee was a blood descendant of the Petitioners.
5. The minor child shall hereafter be known as .
6. A new birth certificated should be issued by the State of Florida containing information that is in compliance with these proceedings.

**DONE AND ADJUDGED** in Jacksonville, Duval County, Florida this day of , 20 .

**CIRCUIT JUDGE**

Copies furnished to: