

**FAMILY COURT SERVICES - ROOM 2150
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202
(904) 255-1060**

**CHECKLIST FOR:
JOINT PETITION FOR ADOPTION BY STEPPARENT**

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).
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.981(b)(1) Joint Petition for Adoption by Stepparent

Use the following form(s) if it applies to your situation

- Form 12.981(a)(1) – Stepparent Adoption: Consent and Waiver by Parent
*Service, Waiver, or Death Certificate of other Parent
- Form 12.981(a)(2) – Stepparent Adoption: Consent of Adoptee
- Form 12.981(a)(3) – Affidavit of Nonpaternity

- Form 12.981(b)(2)

- Final Judgment of Stepparent Adoption

- Form 12.981(a)(5)

- Indian Child Welfare Affidavit

- Form 12.981(a)(6)

- 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 12.981(a)(7)

- Order Granting Motion for Search of Putative Father Registry

- Form 12.900(h) (Must be Filed)

- Notice of Related Cases

- Form 12.902(d)

- Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)

- Birth Certificate Certified copy of child's birth certificate

- Proof of Florida Residency (Florida Driver's License/Identification, Voter Registration Card)

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-330PM

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.