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You can download a Word version of this document on the Florida's Children First Website if you want to fill out the forms. www.floridaschildrenfirst.org - look in the Resources Section, For Youth and scroll until you see "Adult Adoption Brochure and Forms"

Appendix A1

Petition for Adult Adoption Instruction Sheet

Use this instruction sheet as a guide to help in filling out the following Petition for Adult Adoption. The person to be adopted must fill out Appendix "B"- Adult Adoptee Consent form. If that adult is married, his/her spouse must fill out Appendix "C"- Consent of Adult Adoptee's Spouse form. Everything has to be signed in the presence of a Notary Public.

Blank	What to Write in the Blank
1	The judicial circuit for the county where you live. See Appendix D for a list of circuits.
2	The county where you live and plan to file the petition.
3	Leave blank- to be filled in by the court.
4	Leave blank- to be filled in by the court.
5	The name of the adult to be adopted. If you want to change this adult's last name to your last name, put the new legal name you want the adopted adult to have.
6	The full legal name of the adult(s) seeking to adopt another adult. (Adoptive parent(s))
7	The name of the county where the petitioner resides – in both places
8	Select this option if you want to protect the privacy of the parties.
9	The current name of the adult who is being adopted.
10	Date of birth of the person to be adopted.
11	Place of birth of person to be adopted. Write the city, county and state.
12	You may use letters or numbers to describe each exhibit.
13 - 15	If the adoptee was cared for by the adoptive parent as a child explain how old the child was when placed, and name the placing agency. Otherwise, in (15) provide a short statement giving the reason or reasons why you want to adopt the person you are seeking to adopt. You do not need to list every reason you can think of here.
16	Adoptive Parent(s) age.
17	Adoptive Parents(s) current address.
18	Length of time adoptive parents have lived at your current address.
19	The current marriage license and <u>all</u> divorce decrees must be attached.
20	The full legal name you wish to give to your adopted adult. If you want to give this adult your last name, put your last name after the adult's first name.
21	Adopted adult's biological (or legal) father's name and date of birth.
22	Adopted adult's biological (or legal) father's address.
23	Adopted adult's biological (or legal) mother's name and date of birth.
24	Adopted adult's biological (or legal) mother's address.
25	Current Name of person to be adopted.
26	This can be approximate. This is to alert the court to inquire further if the person to be adopted has substantial assets that might be at risk if adopted.
27	Date that Termination of Parental Rights was ordered. Note: If parental rights were not terminated, but one or both parents are deceased then attach the death certificate(s). If one or both parents are alive and rights have not been terminated then you must serve them with notice of the hearing.
28	Number of the Judicial Circuit Court where the Termination of Parental Rights was ordered
29	County where the court was located when Termination of Parental rights was ordered
30	You may use letters or numbers to describe each exhibit and attach a certified copy.

31-33	<p style="text-align: center;">CONSENT</p> <p>Mark an "X" next to line "a", and then go on to have the adult to be adopted fill out Appendix B- Consent of Adult Adoptee form. This form must be completed in order for the Petition for Adult Adoption to be processed.</p> <p>IF THE ADULT BEING ADOPTED IS MARRIED, list the full legal name of the adult's spouse. Mark an "X" next to line "b", and then go on to fill out Appendix C- Consent of Adult Adoptee's Spouse form. IF THE ADULT BEING ADOPTED IS NOT MARRIED, mark an "X" next to line "c".</p>
34	The judicial circuit for the county where you live. See Appendix D for a list of circuits.
35	The county where you live and plan to file the petition.
36	The address of the clerk of the court for the circuit court where you are filing.
37	The phone number for the clerk of the circuit court where you are filing.
38+	<p style="text-align: center;"><u>YOU MUST COMPLETE THIS PORTION IN THE PRESENCE OF A NOTARY</u></p> <p>Printed name, address, telephone number, fax number (if applicable), date, and signature of the petitioner (the adult(s) filling out this Petition and who is seeking to adopt the other adult named in the Petition).</p>
39	<p style="text-align: center;"><u>FOR THE NOTARY TO COMPLETE</u></p>

Note: Using the below form will terminate the parental rights of both parents. Please seek the assistance of an attorney to prepare the documents necessary for one parent to retain parental rights

IN THE CIRCUIT COURT OF THE _____ (1) _____ JUDICIAL CIRCUIT,
IN AND FOR _____ (2) _____ COUNTY, FLORIDA

Case No.: _____ (3)
Division: _____ (4)

IN THE MATTER OF THE ADOPTION OF

_____ (5)
{name to be given to person being adopted} Adoptee.

PETITION FOR ADOPTION OF ADULT BY (AN)OTHER ADULT(S)

Petitioner(s), {full legal name} _____ (6), file(s) this petition for adoption of the above-named adult, pursuant to Chapter 63, Florida Statutes, and states:

1. This is an action for adoption of an adult by (an)other adult(s), Petitioner.
2. The court has jurisdiction over this matter in that the parties reside in Florida.
3. Venue is proper in ____ (7) _____ County because the Petitioner(s) resides in ____ (7) _____ County, Florida.

OR

The petition is being filed in ____ (8) _____ County to protect the privacy rights of the parties.

4. I(We) desire to adopt {adult's full legal name} _____ (9), who was born on {date} _____ (10), at {city, county and state} _____ (11). A copy of the adoptee's birth certificate is attached as Exhibit ____ (12) to this petition
5. The Adoptee came into the care and custody of the Petitioner(s) at the age of ____ (13) when s/he was placed into his/her/their care by the Court or (explain) _____ (14). Petitioner(s) and adoptee desire this adoption to establish legally the parent-child relationship already existing between them.

OR

I (We) desire to adopt the adult because: _____ (15)

_____.

Petitioner(s) and adoptee desire this adoption to establish legally the parent-child relationship already existing between them.

6. I am (We are) ____ (16) years old, and have resided at {address} _____ (17) Florida for ____ (18) years.
7. My (our) marital status is ____ not married ____ married ____ divorced ____ legally separated.
A copy of petitioner(s) current marriage license and all divorce decree(s) are attached as Exhibit ____ (19) ____.[If married and spouse is NOT joining in Petition Add:] My spouse is not joining in this Petition and

good cause exists to excuse him/her in joining in this Petition because _____.

8. The adoptee's name shall be: _____ (20) _____.

9. The adoptee's birth or legal parents are:

_____ (21) _____
Father's Name Birth date

_____ (22) _____
Address

_____ (23) _____
Mother's Name Birth date

_____ (24) _____
Address

10. The Petitioner(s) affirm(s) that s/he/they is (are) a fit and proper person(s) who desire(s) to adopt _____ (25) _____, and that such adoption will promote the best interests of the adoptee.

11. The adoptee does not have property of any value. **OR**

The adoptee has property valued at approximately _____ (26) _____.

12. [Select the applicable options and delete the remainder]

Parental rights of the mother / father / both parents have been terminated. The minor child was permanently committed to the Department and community based care provider on _____ (27) _____, through the _____ (28) _____ Judicial Circuit, _____ (29) _____ County, Florida through a Final Judgment of Termination of Parental Rights under F.S. 39. A Certified copy of the Final Judgment of Termination of Parental Rights is attached as Exhibit _____ (30) _____. *{You MUST attach a certified copy of the order terminating parental rights to this Petition in addition to the required supplemental forms}*

The mother / father / both parents is/are deceased. The death certificate(s) is/are attached.

The mother's / father's / both parents' parental rights are intact and he/she/they will be provided with notice when a hearing is set.

13. **Consent.** [check all that apply]

- _____ a. The consent of the adoptee is attached as Exhibit _____ 31 _____.
- _____ b. The adoptee is married to *{full legal name of adoptee's spouse}* _____ (32) _____, and the consent of the spouse is attached as Exhibit _____ (33) _____.
- _____ c. The adoptee is not married.

14. This Petition is filed in the Circuit Court of the _____ (34) _____ Judicial Circuit in and for _____ (35) _____ County Florida. The Court having jurisdiction over this matter is located at _____ (36) _____. The Clerk of Court's phone number is _____ (37) _____.

15. This petition is filed in good faith and the forgoing facts are true and correct to the best of Petitioner(s)'s knowledge and belief.

WHEREFORE, I/we request that this Court enter a Final Judgment of Adoption of the adult by Petitioner(s) 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 includes fines and/or imprisonment.

Dated: _____ (38) _____

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____

Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____

Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____

STATE OF FLORIDA
COUNTY OF _____ (39) _____

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]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the petitioner, fill out this form.

INSTRUCTIONS FOR SUPREME COURT APPROVED FAMILY LAW FORM 12.981(c)(1) PETITION FOR ADOPTION OF ADULT BY STEPPARENT (11/15)

When should this form be used?

This form should be used when a stepparent is adopting his or her **spouse's adult** child. You must obtain the written consent of the adult child to be adopted, as well as the written consent of his or her spouse (if married).

This form should be typed or printed in black ink. The name to be given to the adoptee **after** the adoption should be used in the heading of the **petition**. The stepparent is the **petitioner**, because he or she is the one who is asking the court for legal action. You must have your signature witnessed by a **notary public** or **deputy clerk**.

After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where either you or the adoptee live and keep a copy for your records.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file a petition or other pleadings electronically; however, they are not required to do so.** If you choose to file your petition, or other pleading or document electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should I do next?

For your case to proceed, you must have the written consent of the adoptee, and his or her spouse if married. Consent of the birth parent is not required, but written notice of the final hearing on the adoption must be provided to the parents, if any, or proof of service of process must be filed showing notice has been served on the parents. If you know where they live, you must use **personal service**. If you absolutely do not know where they live, you may use **constructive service**. For more information about personal and constructive service, you should refer the **General Instructions for Self-Represented Litigants** found at the beginning of these forms and the instructions to Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a). However, the law regarding constructive service is very complex and you may wish to consult an attorney regarding that issue.

When you have filed all of the required forms and met the requirements for consent as outlined above, you are ready to set a **hearing** on your petition. You should check with the clerk of court, **family law intake staff**, or **judicial assistant** to set a **final hearing**, and notify the other party(ies) using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form. Instructions for Florida Supreme Court Approved Family Law Form 12.981(c)(1), Petition for Adoption of Adult by

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. See Chapter 63, Florida Statutes, and Florida Family Law Rule 12.200(a)(2) for further information.

Special notes...

With this petition you must file the following forms:

- **Stepparent Adoption: Consent of Adoptee**, Florida Supreme Court Approved Family Law Form 12.981(a)(2)
- **Stepparent Adoption: Consent of Adult Adoptee's Spouse**, Florida Supreme Court Approved Family Law Form 12.981(c)(2), if the adoptee is married

THIS ADOPTION MAY AFFECT THE ADOPTEE'S INHERITANCE.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

IN THE MATTER OF THE ADOPTION OF

_____,
{use name to be given to the adult adoptee} Adoptee.

PETITION FOR ADOPTION OF ADULT BY STEPPARENT

Petitioner, {full legal name} _____, files
this petition for adoption of the above-named adult, pursuant to Chapter 63, Florida Statutes, and
states:

1. This is an action for adoption of an adult by the adult's stepparent, Petitioner.
2. I desire to adopt {adult's full legal name} _____, who
was born on {date} _____, at {city, county, and state} _____

3. I desire to adopt the adult because: _____

4. I am _____ years old, and I have resided at {address} _____,
_____, Florida for _____ years.
5. The adoptee's name shall be: _____
6. The adoptee's birth parents are:

Father's Name	Birth date
Address	
Mother's Name	Birth date
Address	
7. **Notice.** Notice to the birth parents was made by: _____.
8. **Consent.**
{Indicate *all* that apply}
 - a. _____ The consent of the adoptee is attached.

- b. _____ The adoptee is married to *{full legal name of adoptee's spouse}*, _____ and the consent of the spouse is attached.
- c. _____ The adoptee is not married.

9. Written notice of this final hearing was provided to the parents or proof of service of process showing notice has been served on the parents is attached.

WHEREFORE, I request that this Court enter a Final Judgment of Adoption of the Adult by Petitioner Stepparent 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 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}* _____.

Appendix B Consent of Adult Adoptee* form

*The adult adoptee is the person who is being adopted.

**DO NOT SIGN THIS FORM OUTSIDE THE PRESENCE OF A NOTARY PUBLIC!
THIS FORM MUST BE SIGNED BY THE ADOPTEE AND THE NAMED WITNESSES
IN THE PRESENCE OF A NOTARY PUBLIC**

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

IN THE MATTER OF THE ADOPTION OF

_____,
{name of person to be adopted} Adoptee.

CONSENT OF ADOPTEE

1. I, {full legal name} _____, being over the age of 12, consent to my adoption by {name} _____, to be his/her legal child and heir at law.

2. I have been told of my right to choose a person who does not have an employment, professional, or personal relationship with the adoption entity or prospective adoptive parents to be present when this affidavit is executed and to sign it as a witness. The witness I selected is: {full legal name} _____.

3. [Choose only one]
([]) I consent to my name being legally changed to {specify new name that you wish to have upon completion of the adoption process} _____.
([]) I do not consent to a name change.

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

Dated: _____

Signature of Adoptee

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Signature of Witness

Printed Name: _____

Business Address: _____

Home Address: _____

Driver's License or

State ID Card No.: _____

Signature of Witness

Printed Name: _____

Business Address: _____

Home Address: _____

Driver's License or

State ID Card No.: _____

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 _____

Appendix C

Consent of Adult Adoptee's Spouse* form

*The adult adoptee's spouse is the husband/wife of the adult who is being adopted. If the person being adopted is married, this form must be completed by his/her spouse.

**DO NOT SIGN THIS FORM OUTSIDE THE PRESENCE OF A NOTARY PUBLIC!
THIS FORM MUST BE SIGNED BY THE ADOPTEE'S SPOUSE AND THE NAMED WITNESSES
IN THE PRESENCE OF A NOTARY PUBLIC**

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

IN RE: THE ADOPTION OF

_____,
{use name to be given to adult being adopted} Adoptee.

ADULT ADOPTION: CONSENT OF ADULT ADOPTEE'S SPOUSE

1. I, {full legal name} _____, am the spouse of
{full legal name} _____, who Petitioner,
{full legal name} _____ wishes to adopt.
2. I consent to the adoption of my spouse by Petitioner.
3. I understand my right to choose a person who does not have an employment, professional, or personal relationship with the adoption entity or the prospective adoptive parents to be present when this affidavit is executed and to sign it as a witness. The witness I selected is: {full legal name} _____.

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

Dated: _____

Signature of Spouse
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

Signature of Witness
Printed Name: _____
Business Address: _____
Home Address: _____

Signature of Witness
Printed Name: _____
Business Address: _____
Home Address: _____

Driver's License or
State ID Card No.: _____

Driver's License or
State ID Card No.: _____

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
deputy 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]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the _____, fill out this form.

Appendix D1

Final Judgment of Adult Adoption

Bring this document to the final hearing on your Petition for Adoption. When the Court has signed it ask the clerk for at least 3 certified copies of this document. (You might want to call in advance to find out how much the certified copies will cost.)

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

IN THE MATTER OF THE ADOPTION OF

{name to be given to person being adopted} Adoptee.

FINAL JUDGMENT OF ADULT ADOPTION

Upon consideration of the Petition for Adult Adoption By (An)other Adult(s) and the evidence presented, the Court finds that:

1. The Court has subject matter jurisdiction over the Petition for Adult Adoption.
2. The Court has jurisdiction over the adults subject to Petition for Adult Adoption.
3. Petitioner(s) desire(s) 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 and proof of the notice has been filed with the court.

OR

___ The adult adoptee's birth or legal mother
___ 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
___ is deceased. A certified copy of the death certificate is attached
___ previously had his 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 interests of the adult to be adopted will be promoted by this adoption.
7. The adult to be adopted is suitable for adoption by Petitioner(s).

NOW, THEREFORE, IT IS ORDERED that:

1. The adult subject to the Petition is declared to be the legal child of
Petitioner(s), _____ {name}

2. The adult subject to this Petition shall be the child and legal heir at law of Petitioner,
_____, {name}

and shall be entitled to all rights and privileges, and subject to all obligations, of a child born of Petitioner.

3. All legal relations between the adoptee and the parent whose rights are being terminated and between the adoptee 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 and Petitioner(s) and all relatives of Petitioner(s) 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. If Petitioner(s) is/are a trust beneficiary or a trustee and wants to include the adult adoptee in the trust, the Petitioner(s) are directed to provide notice to the other beneficiaries of the trust.

5. The adoptee's name shall change from _____ {current full legal name(s)} to
_____ {new full legal name(s)}:

DONE AND ORDERED at _____, Florida on _____.

CIRCUIT JUDGE

COPIES TO: Petitioners (or their attorney)

Appendix D2

Final Judgment of Stepparent Adult Adoption

Bring this document to the final hearing on your Petition for Adoption. When the Court has signed it ask the clerk for at least 3 certified copies of this document. (You might want to call in advance to find out how much the certified copies will cost.)

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Division: _____

IN THE MATTER OF THE ADOPTION OF

_____,
{use name to be given to child(ren)} Adoptee(s).

FINAL JUDGMENT OF STEPPARENT ADOPTION

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

1. The Court has subject matter jurisdiction over the Joint Petition for Adoption by Stepparent.
2. The Court has jurisdiction over the adult child(ren) subject to the Joint Petition for Adoption by Stepparent.
3. Petitioner desires the permanent responsibility of a parent in this adoption.
4. There is no pending litigation regarding the adult child(ren) in Florida or in any other state, nor is there any other person not a party to these proceedings who has or claims to have physical custody or rights to the adult child(ren).
5. The birth or legal parent with intact parental rights has been properly noticed of this action.

OR

___ The adult adoptee's birth or legal mother
___ 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
___ is deceased. A certified copy of the death certificate is attached
___ previously had his parental rights terminated by a court of competent jurisdiction.

6. The best interests of the adult child(ren) will be promoted by this adoption.
 7. The adult child(ren) is (are) suitable for adoption by Petitioner.
- NOW, THEREFORE, IT IS ORDERED that:

1. The adult child(ren) subject to the Petition is (are) declared to be the legal child(ren) of Petitioner, _____ {name}
2. The adult child(ren) shall be the child(ren) and legal heir(s) at law of Petitioner, _____, {name} 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. If Petitioner is a trust beneficiary or a trustee and wants to include the adult adoptee in the trust, the Petitioner is directed to provide notice to the other beneficiaries of the trust.

5. The adoptee(s) name shall be changed as follows:

Name on Birth Certificate(s) _____

—
New Name(s) for New Birth Certificate

—

—

DONE AND ORDERED at _____, Florida on _____.

CIRCUIT JUDGE

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

_____ 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: _____

Appendix E

Judicial Circuits and their Associated Counties

Instructions:

Using this Appendix, find the county in which you live and the corresponding judicial circuit. Once you locate the number of the judicial circuit, write that number in the **FIRST BLANK** of the Petition for Adult Adoption.

- First Circuit - Escambia, Okaloosa, Santa Rosa and Walton
- Second Circuit - Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla
- Third Circuit - Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee and Taylor
- Fourth Circuit - Clay, Duval and Nassau
- Fifth Circuit - Citrus, Hernando, Lake, Marion and Sumter
- Sixth Circuit - Pasco and Pinellas
- Seventh Circuit - Flagler, Putnam, St. Johns and Volusia,
- Eighth Circuit - Alachua, Baker, Bradford, Gilchrist, Levy, and Union
- Ninth Circuit - Orange and Osceola
- Tenth Circuit - Hardee, Highlands, and Polk
- Eleventh Circuit – Miami-Dade
- Twelfth Circuit - DeSoto, Manatee, and Sarasota
- Thirteenth Circuit - Hillsborough
- Fourteenth Circuit - Bay, Calhoun, Gulf, Holmes, Jackson and Washington
- Fifteenth Circuit - Palm Beach
- Sixteenth Circuit - Monroe
- Seventeenth Circuit - Broward
- Eighteenth Circuit - Brevard and Seminole
- Nineteenth Circuit - Indian River, Martin, Okeechobee and St. Lucie
- Twentieth Circuit - Charlotte, Collier, Glades, Hendry and Lee

Appendix F

Other Forms and Information That You Might Need.

I. Family Law Forms: The Florida State Courts Website has family law forms available for your download and use. The web address is <https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Family-Law-Forms#981>

1. Civil Cover Sheet 12.9828
2. Service of Process (Needed if one or both birth/legal parents are living and have not had parental rights terminated)
 - a. Family law Form 12.910(a) Summons: Personal Service on an Individual.
 - b. Family law Form 12.910(b) Process Service Memorandum
3. Notice of Hearing 12.923 (Must contact the judicial assistant to obtain a hearing time for the judge to consider the Petition for Adult Adoption.)
4. The Consent of Adult Adoptee and Consent of Adult Adoptee Spouse are at 12.981 (a)(2) and (c)(2). There is also a form petition for adoption, but the one in this packet has been tailored for your use.

II. Final Disposition Form – obtain from the court clerk.

III. Amended Birth Certificate:

After the court signs the order granting the adoption, you will need the Clerk to sign a CERTIFIED STATEMENT OF FINAL DECREE OF ADOPTION. The form is available at:

https://www.floridahealth.gov/certificates/certificates/_documents/DH527-9-2017-enterable.pdf

The Clerk will sign and give this document back to you. Make and keep a copy and mail the original with form DH429, which is the Department of Health- Office of Vital Statistics form to change your birth certificate.

If the adult adoptee was born in another state, you will have to check with that state for the procedure. If the adult adoptee was born in Florida, you may be able to submit the form at the courthouse. If your Clerk of Court accepts the form, you will need to bring a check for \$20 payable to Vital Records along with Florida Vital Records Form DH-527, otherwise mail it to the address shown on the form with the fee. (They will not accept cash). The form is available at: https://www.floridahealth.gov/certificates/certificates/birth/_documents/DH429-Birth-Amendment-Application-7-14-2023.pdf

http://www.floridahealth.gov/certificates/certificates/_documents/DH527-9-2017-enterable.pdf

Detailed information on obtaining an amended birth certificate can be found at FloridaNameChange.org.

IV. Name Change Documents:

Adoptees who change their name in the adoption must also change their name on all other legal documents and government forms, including Driver's License, Social Security, Immigration Documents, Medicaid and other government benefits. **Detailed information on updating these documents can be found at [FloridaNameChange.org](https://www.floridanamechange.org).**

Florida's Children First has used its best efforts in collecting and preparing material included in this publication but does not warrant that the information herein is complete or accurate, and does not assume, and hereby disclaims, any liability to any person for any loss or damage caused by errors or omissions herein, whether such errors or omissions result from negligence, accident or any other cause. This publication is intended for use as a general reference source for young people who have recently exited state care along with their advocates and case workers. It is not meant to provide legal opinions or advice; and is not a substitute for the advice of counsel.



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