

IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA
UNIFIED FAMILY COURT

**TERMINATION OF PARENTAL RIGHTS PENDING ADOPTION
CHECKLIST**

PLEASE NOTE: This checklist is intended as guidance in termination of parental rights proceedings and not as an exhaustive list of requirements—all Florida Statutes requirements must be satisfied.

**PETITION
(Fla. Stat. 63.087)**

The petition must include the following (s. 63.087(4)):

- ☐ Name, gender, date and place of birth of child
- ☐ Statement of the grounds under s. 63.089 upon which petition is based
- ☐ Name, address, and telephone number of adoption entity
- ☐ Name, address, and telephone number of the division of the circuit court petition is filed
- ☐ Certification of compliance with s. 63.0425 grandparent notification requirements
- ☐ Statement that petition is filed in good faith
- ☐ Petition filed under oath
- ☐ Fully executed notary jurat with notary signature, printed name, commission expiration, whether individual is personally known or the type of identification provided, and the date of execution

**CONSENT TO ADOPTION
(Fla. Stat. 63.082)**

Consents must be obtained for all those required to consent under s. 63.062(1) and the consents must include the following if applicable:

- ☐ Statement of rights listed in s. 63.082(4)(e) if child is younger than 6 months **OR** revocation rights listed in 63.082(4)(c) if child is older than 6 months

- ☐ Statement of notice of right to choose one witness who does not have an association with the adoption entity or prospective adoptive parents and indication of the witness chosen, if any
- ☐ Signature of two witnesses, including printed names and full addresses of each witness (Notary cannot be one of the witnesses)
- ☐ Fully executed notary jurat with notary signature, printed name, commission expiration, whether individual is personally known or the type of identification provided, and the date and time of execution
- ☐ Acknowledgement of receipt of signed copy of consent (May be in a separate document)

**COMPLIANCE WITH TIME PERIOD FOR EXECUTION
(Fla. Stat. 63.087)**

(Documentation establishing compliance should be filed with the Court)

- ☐ Birth mother's consent was executed 48 hours after birth of child **OR** day birth mother was notified in writing, either in her patient chart or release paperwork, that she was fit to be released from the hospital
- ☐ Birth father and legal father's consent was executed after the child was born

ADDITIONAL FILINGS

- ☐ Certified copy of the child's birth certificate
- ☐ Certification of search of Putative Father Registry (s. 63.054(7))
- ☐ Acknowledgment of Adoption disclosure by the birth parents (s. 63.085)
- ☐ Acknowledgment of Adoption disclosures by the adoptive parents (s. 63.085)
- ☐ Birth parent interview (s. 63.082(3)(b))
- ☐ UCCJEA Affidavit (s. 63.135)
- ☐ Indian Child Welfare Act Affidavit executed by the birth parents
- ☐ Waiver of venue (if applicable)
- ☐ Affidavit of inquiry of birth mother pursuant to s. 63.088(4); if the birth father is unknown, the affidavit must indicate the circumstances surrounding the unknown identity of the birth father (can be filed in a separate affidavit)

NOTICE REQUIREMENTS
(Fla. Stat. 63.088)

Birth mother (One of the following must be completed)

- ☐ Waived notice of hearing in consent to adoption
- ☐ Was personally served notice of the hearing on termination for parental rights at least 20 days prior to the hearing and the notice includes the specific language required in s. 63.088(3)
- ☐ Was the subject of a diligent search pursuant to s. 63.088(5) and constructive service pursuant to s. 63.088(6) was completed

Legal father (One of the following must be completed if a legal father is identified)

- ☐ Waived notice of hearing in consent to adoption
- ☐ Was personally served notice of the hearing on termination for parental rights at least 20 days prior to the hearing and the notice includes the specific language required in s. 63.088(3)
- ☐ Was the subject of a diligent search pursuant to s. 63.088(5) and constructive service pursuant to s. 63.088(6) was completed
- ☐ Executed an affidavit of non-paternity

Unmarried biological father (One of the following must be completed if an unmarried biological father is identified)

- ☐ Was served with or executed a waiver and acknowledged receipt of notice of intended adoption plan
- ☐ Executed consent to adoption
- ☐ Executed affidavit of non-paternity
- ☐ Location is unknown and a diligent search pursuant to s. 63.088(5) and a search of Putative Father Registry have been completed