

IN THE CIRCUIT COURT OF THE
EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR BREVARD COUNTY,
FLORIDA

ADMINISTRATIVE ORDER NO.:
23-21-B
SUPERSEDES 16-42-B

IN RE: ADOPTIONS – CRIMINAL CHECKS

In all adoptions before the Circuit Court for Brevard County, Florida, involving a minor or an adult as adoptee and a preliminary home study under section 63.092, Florida Statutes, is neither required by Chapter 63, Florida Statutes, nor ordered by the Court in a particular case, the Petitioner shall send a copy of the adoption Petition to the Program Administrator at the Florida Department of Children and Families (“Department”), 375 Commerce Parkway, Suite 101, Rockledge, Florida 32955. The Petitioner shall also provide the name of the judge assigned to the Petitioner’s adoption case. (The Petitioner may verify the Department’s receipt of this information by calling (321) 637-7383).

The Department will immediately, upon receiving a copy of the adoption Petition from the Petitioner, conduct a **National Crime Information Center (NCIC)** criminal records check on the Petitioner through the Records and Warrants Division of the Brevard County Sheriff’s Office and a child abuse check on the Petitioner from the Department’s own records. Within twenty (20) days from receipt of the adoption Petition, the Department shall inform the judge assigned to the Petitioner’s adoption case of the results of Petitioner’s FCIC/abuse registry background checks. The Court in any particular case may expressly waive in writing such criminal and child abuse check by the Department.

The social security number and date of birth of the Petitioner will be set forth in all adoption Petitions in order for the criminal and abuse registry checks to be performed pursuant to this Administrative Order.

Done and Ordered this 8th day of May, 2023.

JESSICA RECKSIEDLER
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CHIEF JUDGE

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Department of Children and Families 375 Commerce Parkway 101, Rockledge, FL 32955