

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR HARDEE, HIGHLANDS, AND POLK COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 5-30.1

**FLORIDA DEPARTMENT OF HEALTH
FORM 527 CERTIFICATION PROCEDURES**

WHEREAS, the Florida Department of Health Form 527, entitled CERTIFIED STATEMENT OF FINAL DECREE OF ADOPTION (hereinafter "Form 527"), requires certification by the Clerk of the Courts; and

WHEREAS, certification of a blank Form 527 could result in certification of information subsequently found to be in conflict with information in the court files; and

WHEREAS, the judges of the Family Law Division of the Tenth Judicial Circuit recognize it is necessary to clarify certification procedures to amend birth certificates in adoption cases, to eliminate the potential for inaccurate adoption records or falsification of adoption records, and enact uniform policies and procedures for certification of Form 527 by the Clerk of the Courts; and

WHEREAS, the judges of the Family Law Division of the Tenth Judicial Circuit have created the policies and procedures provided for in this Administrative Order for the purpose of setting forth standardized policies and procedures under which the Clerk of the Courts are to operate; and

WHEREAS, it is the intent of the Court that said policies and procedures shall be implemented by the Clerk of the Courts of the Tenth Judicial Circuit forthwith.

NOW THEREFORE, it is hereby

ORDERED AND ADJUDGED that:

1. The attorney of record, the licensed child-placing agency, or the Florida Department of Children and Families shall accurately complete Sections A and B of the Florida Department of Health Form 527, entitled CERTIFIED STATEMENT OF FINAL DECREE OF ADOPTION and provide the form to the clerk of court immediately after entry of a final judgment of adoption.
2. Within thirty (30) days of entry of a final judgment of adoption, the clerk of court shall:
 - A. Verify that the information contained in Sections A and B of Form 527 is accurate and not in conflict with information in the court file;
 - B. After verifying the information contained in Section A and B of Form 527, certify Form 527 by completing Section C of the form; and

- C. Upon completion of A and B above, submit Form 527 to the Department of Health, Office of Vital Statistics, in compliance with §63.152, Florida Statutes.
- 3. Administrative Order No. 5-30.0, entered on October 17, 1996, is revoked and superseded by this order.

DONE AND ORDERED on this 2nd day of June, 2010.

J. DAVID LANGFORD, Chief Judge