

# Child Pick Up Order

*Florida Statute 741 (Out of State Orders)*

- Must be a Florida Child Pick Up Order or if it is an Out of State Order, it must be domesticated with the Florida Courts.
- Original document to serve is considered one (1) the following:
  - Document must have the judge's original signature and be recorded with a Florida Clerk, or
  - Document must be a certified copy with a colored or raised seal by a Florida Clerk, or
  - Document must state electronically filed by/with a Florida Clerk
- Copy of the original serve document per person, per service.
- Self addressed, stamped envelope for Return of Service if Originals are to be returned.
- Order must clearly direct Sheriff's actions.
- Order must contain the full name and date of birth of the child along with description.
  - Any medical needs/disability should be included in the order. (i.e. wheelchair, inhaler, medications)
  - Provide a photo if available.
- Provide the address/addresses where the child may be located. Each address provided must be a valid, Hillsborough County location.
- The person ordered to receive the child must have a photo I.D.
- Ensure the vehicle transporting the child has the appropriate car seat or booster required by Florida Statutes, if applicable.
- The documents and fees are to be brought:
  - Hillsborough County Sheriff's Office  
Civil Process Section  
700 East Twiggs Street, 3<sup>rd</sup> Floor  
Tampa, FL 33602  
Monday-Friday, 8:00am – 5:00pm

\*\*\*The above is subject to change without notice as some court orders may require more information\*\*\*