



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	10-1983
Subchapter:	1	Forms	
Issuance:	14.163	CP&P Form 14-163, Memo to CP&P Local Office	

Click here to view, complete and print the CP&P Form [14-163](#), Memo to CP&P Local Office.

WHEN TO USE IT

Use the CP&P Form [14-163](#) to:

- Request another CP&P Local Office to interview the birth parent/legal guardian, and
- Send the information to the appropriate office.

HOW TO USE

Prepare the form on a DCF Inter-Office Memo using the template in the on-line Forms manual (11-20). Include the following information:

- Birth name of child to be adopted,
- Birth date of child to be adopted,
- Name of plaintiff,
- Name of Court,
- Name of birth parent/legal guardian,
- Address of birth parent/legal guardian,
- Date of Preliminary Hearing, and
- Due date of Court Report.

DISTRIBUTION

Original - CP&P Local Office
Copy - Child's case record