New Jersey Department of Children and Families Policy Manual			
Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-27-2011
Subchapter:	1	Forms	
Issuance:	14.205A	**CP&P Form 14-205A, Adoption Registry Cover Letter CP&P Form 14-205B, Adoption Registry Application and Release (Birth Family)**	

Click here to view, complete template portions, and print the CP&P Form 14-205A.

Click here to view, complete template portions, and print the CP&P Form 14-205B.

WHEN TO USE IT

Give the CP&P Forms 14-205A and B, Adoption Registry Cover Letter and Application, and Adoption Registry Release (Birth Family), to the birth parent(s):

- After he or she signs the Surrender of Custody and Consent to Adoption; or

- Following the Termination of Parental Rights.

These forms may also be given to birth family members (i.e., mother, father, aunt, uncle, sibling, grandparent) on request.

For the birth parent(s) and other family members, the forms:

- Give a written explanation of the operation of the CP&P Adoption Registry;

- Enable them to register with the CP&P Adoption Registry for their related child;

- Confirm, by signing the Adoption Release, their willingness to have contact with an Adult Adoptee or Adoptive Parent(s) of a minor child and the level of contact they prefer, or their decision not to have contact; and

- Provide an avenue for giving health, medical, or other significant non-medical information to the Adult Adoptee or Adoptive Parent(s) of a minor child.

HOW TO USE IT

Adoption Staff:

- Prepare the CP&P Form **14-205A**, an on-line cover letter template, and print it on agency letterhead.

- Complete the text boxes for the text fields "Sent To" and "Date Sent" at the bottom of pages 3 and 4.

- Print CP&P Form **14-205B** for completion by the birth parent or family member.

- Give or send the CP&P Forms 14-205A and B to the birth parent(s) or family members at the times noted above.

Note: After a birth parent signs the Surrender of Custody and Consent to Adoption, provide these forms and a verbal explanation of the Adoption Registry. If the birth parent(s) does not wish to register with the Adoption Registry at this time, request that he or she complete the Adoption Registry Release, and provide requested medical, health, and non-medical information. If the birth parent is unwilling to complete and sign any of the forms, leave all the forms with the parent.

If a birth parent(s) or family member(s) wishes to contact, or be contacted by the Adult Adoptee or Adoptive Parent(s) of a minor child, he or she:

- Completes the Adoption Registry Application.

- Completes the top portion of the Adoption Registry Release, indicating the level of contact he or she prefers, and what identifying information may be shared.

- Returns CP&P Form **14-205B** with official photo identification to the CP&P Adoption Registry in the Office of Adoption Operations at PO Box 717, Trenton, New Jersey, 08625-0717.

- May send cards or letters to the Registry to be saved for the adoptee, and notify CP&P of any future changes including, but not limited to, changes in family health and medical information, and other non-health information for him or herself and other family members.

If a birth parent(s) or family member(s) does not wish to have contact with the adoptee, or the forms were sent to the wrong person, CP&P requests that he or she:

- Completes the bottom portion of Adoption Registry Release and returns it to the CP&P Adoption Registry, in the Office of Adoption Operations at PO Box 717, Trenton, New Jersey, 0862-0717; and/or

- Provides family health, medical information, and other non-health information for him or herself and other family members as requested, but indicates that he or she is not giving consent to share any identifying information.

A birth parent(s) or other family member(s) is encouraged to contact the Adoption Registry by calling (609) 888-7474 if he or she has any questions.

DISTRIBUTION

Original   -   Adoption Registry File

Copy   -   Birth family member