



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-27-2011
Subchapter:	1	Forms	
Issuance:	14.207	CP&P Form 14-207A, Birth Family Search Cover Letter and Adoption Registry Release (Birth Family Member) CP&P Form 14-207B, Adoption Registry Release (Birth Family Member)	

Click here to view, complete template portions, and print the CP&P Form [14-207A](#).

Click here to view, complete template portions, and print the CP&P Form [14-207B](#).

WHEN TO USE IT

Send the CP&P Forms 14-207A and B, Birth Family Search Cover Letter and Adoption Registry Release (Birth Family Member), to the birth family member when a request for identifying information or contact is made by an Adult Adoptee or Adoptive Parent of a minor child, and the CP&P Form [14-205B](#) was not previously completed by the birth parent(s) or birth family member (i.e., aunt, uncle, sibling, grandparent).

For the birth parent(s) and other family members, the CP&P Form [14-207B](#):

- Confirms, by their 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
- Provides 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 [14-207A](#), 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 2 and 3.
- Print CP&P Form [14-207B](#) for completion by the birth parent or family member.
- Prepare a self-addressed envelope to the Adoption Registry and send it with the CP&P Forms 14-207A and B to the birth parent(s) or family member(s) in the circumstances noted above.

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 top portion of the Adoption Registry Release (Birth Family Member), indicating the level of contact he or she prefers, and what identifying information may be shared.
- Returns the CP&P Form [14-207B](#) with official photo identification to the CP&P Adoption Registry in the Office of Adoption Operations at PO Box 717, Trenton, New Jersey, 0862-0717.
- 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 himself 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:

- Complete the bottom portion of the Adoption Registry Release (Birth Family Member), and return it to the CP&P Adoption Registry, in the Office of Adoption Operations at PO Box 717, Trenton, New Jersey, 08625-0717; and/or
- Provide family health and medical information, and other non-health information for him or herself and other family members as requested, but indicate 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