



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 8-22-2007
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	14.86b	CP&P Form 14-86b, Affidavit of Local Office Manager	

Click here to view or print the CP&P Form [14-86b](#), Affidavit of Local Office Manager.

WHEN TO USE IT

This form is used by the Local Office Manager when witnessing a surrendering parent's completion of the CP&P Form [14-86a](#), Affidavit of Surrendering Parent.

HOW TO USE IT

- Access it through the Create > Casework > Court/Legal > Options Drop-down.
- Only complete this template outside of the NJ Spirit application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ Spirit when the application becomes available.
- Print the form for approval and signatures, as explained.

TIPS FOR COMPLETING THE FORM

CP&P Form [14-86b](#) is now a template to be completed in NJ SPIRIT. Prepare the form in quadruplicate. After discussing the Affidavit of the Surrendering Parent with the parent, the parent signs it, and the Local Office Manager completes and signs the CP&P Form [14-86b](#) to witness that signing.

A notary is present to seal the form.

DISTRIBUTION

- Original - Child's case record
- Copy - Deputy Attorney General
- Copy - Parent

Electronic copy - NJ SPIRIT Electronic Case Record