



## New Jersey Department of Children and Families Policy Manual

|             |       |   |                 |
|-------------|-------|---|-----------------|
| Manual:     | CP&P  | Child Protection and Permanency               | Effective Date: |
| Volume:     | X     | Forms   |                 |
| Chapter:    | A     | Forms   | 2-20-2018       |
| Subchapter: | 1     | Forms   |                 |
| Issuance:   | 26.85 | <b>CP&amp;P Form 26-85, Postmaster Letter</b> |                 |

Click here to view CP&P Form [26-85](#), Postmaster Letter.

Print the letter on letterhead.

### WHEN TO USE IT

This letter is used to request the post office to verify a parent’s last known address when CP&P is searching for a missing parent.

### HOW TO USE IT

Complete this form in the NJ SPIRIT application, by accessing it from the Search for Missing Person Window > 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.

Go to the NJ SPIRIT desktop for form instructions

### TIPS FOR COMPLETING THE FORM

The Worker completes the name and address of the Postmaster and the Agency (Local Office) Return address at the bottom of the letter. All other information is prefilled.

The Postmaster enters the information in the remaining fields/checkboxes under “For Post Office Use Only.”

### DISTRIBUTION

- Original - Postmaster
- Copy - Child’s Case Record

Electronic Copy - NJ SPIRIT Electronic Case Record