



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	10-30-2006
Subchapter:	1	Forms	
Issuance:	5.2f	CP&P Form 5-2f, Police Check Cover Letter	

Click here to view CP&P Form [5-2f](#).

PURPOSE AND USE

The form is used to accompany the CP&P Form [5-25](#), Police Check, to request a municipal criminal history check for prospective or licensed resource family parents and adult members of their households; and volunteer applicants. Use official office letterhead when printing this form from the computerized Forms Manual.

The cover letter (and Police Check) is used to obtain information for the:

- Study/licensing of prospective resource family parents and volunteer applicants;
- Reevaluation of resource family parents; and
- Assessment of a new adult member of a resource family parents' household.

INSTRUCTIONS FOR COMPLETING THE FORM

For prospective resource family parents and their adult household members, and new adult household members in a licensed resource family home, address the cover letter to the Police Chief in:

- Each municipality in which the person named in the Police Check has lived during the last five years, and
- The nearest municipalities in the bordering state, when the person lives in a municipality that borders on another state.

As part of the resource family reevaluation, for licensed resource family parents and their adult household members, address a cover letter to the Police Chief in the municipality where the resource family parent resides.

Attach the CP&P Form [5-25](#), Police Check, before forwarding.

DISTRIBUTION

- Original - Chief of Police of the municipality listed on the Police Check Cover Letter
- Copy - Prospective or approved resource family parent file