

**APPLICATION FOR GUARDIANSHIP/  
MOTION FOR SPECIAL IMMIGRANT JUVENILE STATUS (“SIJS”)**

**CHECKLIST OF REQUIRED DOCUMENTS**

All applications for Guardianship filed in Westchester County must be filed complete for processing under the Uniform Rules for the Family Court and Local Practice Requirements. The attached list is provided to assist you in filing a complete packet as required by this Court. Please refer to our list of “frequently asked questions” attached to this checklist for further information on filing the above-referenced applications in the Westchester County Family Court .

All forms submitted must be the official forms issued by the Office of Court Administration located on the Court’s website at [www.nycourts.gov](http://www.nycourts.gov), except where inapplicable.

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Please provide the following information when filing:

Application for Guardianship of \_\_\_\_\_ dob \_\_\_\_\_ pl. \_\_\_\_\_

Prospective Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Attorney \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Env. \_\_\_\_\_

Probation Referral Order signed \_\_\_\_\_

Probation Report and Approval Received \_\_\_\_\_

Birth Mother \_\_\_\_\_ Birth Father \_\_\_\_\_

Attorney for BM \_\_\_\_\_ Attorney for BF \_\_\_\_\_

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**REQUIRED DOCUMENTS**

Form #	Received date	
<u>6-1</u>	_____	Petition for Appointment of Guardian of a Person or Permanent Guardian, (signed, dated and Notarized); or
<u>6-1-a</u>	_____	Petition by Person Over 14 for Appointment of Guardian of a Person or Permanent Guardian, (signed, dated and Notarized); or
<u>6-1-b</u>	_____	Petition by Person on Behalf of Person Under 21 for Appointment of Guardian of a Person or Permanent Guardian (signed, dated and Notarized)
<u>6-2</u>	_____	Oath and Designation for Service of Process
<u>6-3</u>	_____	Consent of Person Over 18 and Preference of Person Over 14 Regarding Appointment of Guardian
<u>6-4</u>	_____	Waiver of Process, Renunciation Or Consent to (Letters of Guardianship)
<u>6-5</u>	_____	Order Appointing Guardian of the Person or Permanent Guardian
<u>6-6</u>	_____	Letters of Guardianship of the Person of a Minor
<u>GF-42</u>	_____	Special Immigrant Juvenile Status Order

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**ADDITIONAL REQUIRED DOCUMENTS**

*(there are no official forms for the following)*

Received date:

\_\_\_\_\_ Original or Certified copy of the Child’s Birth Certificate

\_\_\_\_\_ CRIMINAL HISTORY CLEARANCES

AM Result received \_\_\_\_\_

AF Result received \_\_\_\_\_

Others over 18 years in household \_\_\_\_\_

\_\_\_\_\_ STATE CENTRAL REGISTRY (CHILD ABUSE) CLEARANCES

Signed and dated \_\_\_\_\_ Mailed \_\_\_\_\_ Received \_\_\_\_\_

Returned for Correction \_\_\_\_\_

\_\_\_\_\_ Home Study \_\_\_\_\_ probation *or* \_\_\_\_\_ LCSW/LMSW

**CONSENTS OF NON-CUSTODIAL BIRTH PARENTS**

Received Date:

\_\_\_\_\_ Consent by Birth Parent(s) (Signed, Dated & Notarized - *\*\*if done in another country, if at all possible, such document must have an Apostille attached verifying the authenticity of such document*)