



## COURT INSTRUCTIONS

- RESOURCE ID #** Record your Resource ID # as appropriate. If you need assistance, email: [ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us)
- DOCKET/FILE #:** Record your Court Docket File # as appropriate.
- COURT LIAISON:** Record name of Court Liaison.
- DATE OF REQUEST:** Record the Court processing date.

Order of Adoption Family Court/Surrogate Court forms are to be sent to:

**The New York Statewide Central Register  
Of Child Abuse and Maltreatment  
P.O. Box 4480, Attn: Service Center Unit  
Albany, N.Y. 12204-0480**

### **TO ORDER MORE FORMS:**

Please access the **Request for Forms and Publications** form, (OCFS-4627) from the Internet:

[http://www.ocfs.state.ny.us/main/forms/management\\_services/](http://www.ocfs.state.ny.us/main/forms/management_services/)

Mail your completed **Request for Forms and Publications**, (OCFS-4627) to the **Office of Children and Family Services, Forms Management Unit, Resource Distribution Center, 11, Fourth Ave, Rensselaer, NY 12144-2629**. If you have difficulty accessing the form from the web-site, you can call **The Forms Hot Line** at: 518-473-0971.