

## GUIDE FOR COMPLETING MSP APPLICATION FORM

1. Download the forms from the CHOICES web site [www.choicesadoption.ca](http://www.choicesadoption.ca) (click Resources, then Forms)
2. There are two forms:
  - Medical Services Plan Baby Enrollment Form (to be used with all domestic newborn adoptions)
  - Application for Addition of Family Member (to be used for all other adoptions)
3. The forms will request a photocopy of proof of adoption or confirmation of adoption in progress.

For The Baby Enrollment Form, refer to Section 2, the far right column under male/female/date of birth where it says “Date of Adoption. Attach a photocopy of the proof of adoption or the letter confirming adoption is in progress.”

For the Application for Addition of a Family Member refer to the CHILD section, 4 rows down where it say “Date of Adoption, if newly adopted attach photocopy of adoption.”

For adoptions that have been completed submit a copy of the adoption order.

For adoptions that are not yet completed submit any of these documents you may have:

- Letter of No Objection
  - Transfer of Guardianship
  - Notice of Placement
4. If you are part of a group health plan, submit these forms to your employer.