

Adopted Person's and Descendant of Adopted Person's Guide to Completing an Application for a Severe Medical Search

Important: Please read this guide thoroughly before starting the application process. Applications that are not complete or correct will be returned and the processing of the application will be delayed.

General Information

The purpose of a Severe Medical Search requested by an adopted person or their descendant is to locate and contact a birth family member in order to obtain or share medical information that will significantly increase the likelihood of diagnosing or treating a severe mental or physical illness. The information obtained as the result of a Severe Medical Search may benefit the adopted person, the descendant of an adopted person or a birth family member.

The Custodian of Adoption Information may conduct a Severe Medical Search only in regard to an adoption that was registered in Ontario.

Who should use this form?

This form can be used by an adopted person, a descendant of an adopted person (such as a child or grandchild), or by a person entitled to apply on behalf of an adopted person or in regard to a deceased adopted person.

Do **not** use this form if you are a member of the adopted person's birth family. Birth family members **must** use the *Birth Family Member's Application to Request a Severe Medical Search*.

The following people can use this form to apply to request consideration for a Severe Medical Search:

- adopted persons who have reached the age of 18;
- an adopted person who is under 18 years of age with the consent of his or her adoptive parent or legal guardian;
- an adoptive parent or a person with legal custody of an adopted person under 18 years of age;
- the son, daughter, or any other descendant of an adopted person;
- a person who is legally authorized to act on behalf of an adopted person;
- if an adopted person suffered from a severe mental and/or physical illness and has died, the following persons can apply in regard to the deceased adopted person:
 - i. the spouse of the deceased adopted person;
 - ii. the executor of the deceased adopted person's estate;
 - iii. a member of the College of Physicians and Surgeons of Ontario;
 - iv. a member of the College of Psychologists of Ontario;
 - v. a member of the College of Nurses of Ontario who holds a certificate of registration in the extended class;
 - vi. a person who is legally authorized to practice medicine or psychology in a jurisdiction outside of Ontario.

Eligibility for a Severe Medical Search

The information you provide on the application form will be used to determine if you are eligible for a Severe Medical Search. The eligibility requirements of a Severe Medical Search are defined under Section 16 of O.Reg. 464/07 made under the *Child and Family Services Act*. Severe Medical Search requests that do not meet the eligibility criteria will not be granted.

A Severe Medical Search for a birth family member will be conducted if it is determined that an adopted person or the descendant of an adopted person suffers from a severe physical and/or mental illness and would derive a **direct medical benefit** in the event that his or her birth family member is located and contacted.

OR

There is a reason to believe that the adopted person's birth family member will derive a **direct medical benefit** as a result of receiving health information.

Direct medical benefit means a significant increase in the likelihood of diagnosing or treating a severe mental or physical illness. Severe physical or mental illnesses include those illnesses which are life-threatening or will lead to permanent or irreversible damage, impacting daily life. Verification of the nature, severity and urgency of the situation **must** be provided by an appropriate, regulated health care professional in Section D of the application form.

Completing the Application Form

The application form has six sections. Please fill out all of the information requested to the best of your ability by printing clearly in blue or black ink. Some sections of the application form will not apply to you and should be left blank.

Part D of the application form **must** be filled out by a physician or an appropriate, regulated health care professional.

Part A: Applicant Information

Applicant Name

Please print your current, legal surname (your last name), your first name and any middle names you may have in the section provided.

Applicant Gender

Check the box on the form to indicate whether you are male or female.

Date of Birth

Enter your date of birth in the space provided. Adopted persons must be 18 years of age to apply without the consent of your adoptive parent or legal guardian. If you are an adopted person under 18 years old, your adoptive parent or legal guardian must provide written consent by completing Part E of the application form.

Mailing Address

Enter your mailing address in the space provided. A mailing address is necessary so we can mail you the results of your Severe Medical Search application. This address will be used for **all** correspondence relating to your application.

Daytime Telephone Number

Enter a daytime telephone number where you can be contacted during regular business hours. Check the box to indicate whether a message can be left for you at this number.

If it is not possible to leave a message at the daytime number you have listed, or if there is another telephone number where you may be reached (such as a cell phone number), enter that telephone number on the form. If you do not have an alternate telephone number, leave that space blank.

Additional Information about the Applicant

You must check the box on the form to indicate if you are:

- an adopted person who has reached the age of 18;
- an adopted person who is under 18 years of age with the consent of your adoptive parent or legal guardian;
- an adoptive parent or a person with legal custody of an adopted person under 18 years of age;
- the descendant of an adopted person. If you choose this option, you must indicate your relationship to the adopted person in the space provided. (e.g. son, daughter, grandson, etc.)
- applying in on behalf of an adopted person as someone with the legal authority to act on the adopted person's behalf;
- applying in regard to a deceased adopted person. If you choose this option, you must check the appropriate box to indicate your relationship to the deceased.

Purpose of the Severe Medical Search

A Severe Medical Search may be carried out in order to obtain or share medical information. You **must** indicate the purpose of your search by checking the appropriate box. You may check only one box.

Part B: Information About the Adopted Person *AFTER* Adoption

In order to process your application the following information about the adopted person after their adoption is required:

- **Name of Adopted Person** - Enter the adopted person's legal surname (last name), first name, and middle name(s) at the time of their birth.
- **Sex** – Check the box to indicate whether the adopted person is male or female
- **Date of Birth** – Enter the date of birth of the adopted person.

Please fill in the remaining information in this section to the best of your ability. Additional information requested in this section of the application may help speed the application process, but is not required.

Part C: Information about the Adopted Person *PRIOR* to Adoption

If you are adopted and know your birth name, are aware of some of the particulars of your birth parents or other details prior to your adoption, you may provide those details in this section. Otherwise, you may leave this section blank.

If you are the descendant of an adopted person, are applying on behalf of an adopted person, or are applying in regard to a deceased adopted person and know any of the particulars of the adopted person or his or her birth parents prior to the adoption, please provide those details in this section. Otherwise, you may leave this section blank.

Part D: Health Care Professional Questionnaire

The information provided in the Health Care Professional Questionnaire will be used to determine your entitlement to a Severe Medical Search under Section 16 of O.Reg. 464/07 made under the *Child and Family Services Act*.

Important

The Health Care Professional Questionnaire must be submitted with your Severe Medical Search Application. Applications that do not include a completed Health Professional Questionnaire will be returned to the applicant.

Patient Name

This section **must** be completed by the applicant.

If you are an adopted person or the descendant of an adopted person, please print your current, legal name in the section provided.

If you are applying on behalf of an adopted person or in regard to a deceased adopted person, you must print the current, legal name of the adopted person in the section provided

Patient Consent to Disclose Health Information

In order for your health care professional to fill out the Health Care Professional Questionnaire the Patient Consent section must be completed. Please fill in the requested information including the name of the health care professional who will be completing the questionnaire. You must sign and date the consent statement.

Health Care Professional's Information

The remainder of the Health Care Professional Questionnaire **must** be completed and signed by an appropriate regulated health care professional.

The health care professional must provide his or her full legal name in the space provided and indicate his or her professional designation by checking the appropriate box. If the health care professional is a member of a professional association or college that is **not** listed on the application form, he or she may check the box titled "other" and must provide further details in the space provided.

The health care professional must also enter a business mailing address and a daytime telephone number where they can be reached during regular business hours.

Questions Regarding the Patient's Health Condition

The information provided in response to these questions will be used to determine if an applicant meets the eligibility requirements for a Severe Medical Search. The health care professional must answer each question by checking the appropriate box. If the answer to a question is "yes" further details **must** be included in the space provided. If additional space is required additional pages may be added.

The health care professional must sign and date the questionnaire and **return it to the applicant**. As confirmation that he or she is a regulated health care professional, a business card or letterhead must be affixed to the questionnaire as indicated. Alternatively, he or she may stamp or seal the questionnaire in the box indicated on the form.

Please note that the Custodian of Adoption Information may contact the health care professional who completes the Health Care Professional Questionnaire.

Part E: Consent of Adoptive Parent/Legal Guardian for Minor Adopted Person

If you are an adopted person and you have not reached 18 years of age, your adoptive parent or legal guardian must give his or her consent by completing the consent form in Part E of the application. This form must be signed by your adoptive parent or legal guardian.

Please note that the Custodian of Adoption Information may contact the adoptive parent or legal guardian who signs the consent form.

Part F: Signed Statement by the Applicant

The applicant must sign and date the application as indicated in Part F in order for it to be processed.

Mailing Instructions

Mail your completed Severe Medical Search Application **including** the Health Care Professional Questionnaire to:

Custodian of Adoption Information
P.O. Box 654
77 Wellesley St. West
Toronto ON M7A 1N3

Applications that do not include a signed, completed Health Care Professional Questionnaire will be returned to the applicant.

If you have any questions please contact:

ServiceOntario
Toll-free: 1 800 461-2156 or
Toronto: 416 325-8305