



Registration Checklist

Use this checklist to complete your MEP registration package. If you have questions or need help, call MEP at 867-667-5437 or toll free at 1-877-617-5347.

BEFORE YOU BEGIN

- Read the [MEP General Information Guide](#) >> and get to know common terms and definitions
- Gather court orders or agreements and support documents

GET STARTED

To register with MEP, you will need to prepare a registration package that includes the following documents:

- [Registration Form](#) >>

- Copies of your court order(s) or agreement(s) that detail your support arrangements:
 - **1 original** (or certified true copy from a court registry) of all the court order(s) or agreement(s) that originate in any Canadian jurisdiction *other than British Columbia or Quebec*
 - OR**
 - **3 copies** (certified true from a court registry) of all the court order(s) or agreement(s) that originate *in British Columbia, Quebec or any place outside of Canada*

Example documents to include:

- court order for maintenance/support;
- separation/maintenance/alimony/paternity agreement(s);
- court orders that change the terms of an original maintenance order or agreement;
- enforcement orders resulting from any court action taken to enforce payment; and
- any other documents that apply to your situation.

If you are the claimant and owed past money:

- [Affidavit of Arrears Form](#) >>
- [Record of Maintenance Payments Form](#) >>

Optional forms to include with registration package:

- [Direct Deposit Bank Authorization Form \(for claimant\)](#) >>
- [Credit Card Pre-authorization Payment Form \(for respondent\)](#) >>

SUBMIT REGISTRATION PACKAGE TO MEP

IN PERSON

Andrew A. Philipsen Law Centre (ground floor)
2134 Second Avenue, Whitehorse
Office hours: 9 a.m. to 4 p.m., Monday to Friday

BY MAIL

Maintenance Enforcement Program
Box 2703 (J-3M)
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