

This quick reference provides instructions for registering adopted newborns in the Person Directory (PD) application.

In Alberta, adopted newborns must be registered in PD in a specific manner to safeguard the birth mother's identity and ensure the confidentiality of the new adoptive identity.

All adopted newborns (born in Alberta who are 28 days or under) are registered in PD.

## How to Register Adopted Newborns

- 1 From the **Add Person** page, select **Newborn**

**Add Person**

Choose one of the following registration types:

- **Newborn (born in Alberta, 28 days or under)** 1
- [Visitor to Alberta \(e.g. out of province or out of country\)](#)
- [Federally Insured \(Canadian Forces, Federal Inmates\)](#)
- [Resident of Alberta \(e.g. new resident or not previously registered\)](#)
- [Dependant Child \(of already registered parent e.g. Adopted\)](#)

- 2 Do **NOT** enter a parent's ULI. In the **Add Newborn** page, select "Adopted/ Abandoned" in the **No Parent ULI Reason** drop-down.

Enter the **birth parent's last name**. The newborn **MUST** be identified by the birth parent name as it is the legal name of the baby until the adoption is finalized.

**NOTE**

PD users are instructed to use the "adopted/abandoned" reason for adopted newborns because this selection is configured to prevent an address from being added to the record.

## NEWBORN INFORMATION

- 3 It is not required to enter a first name. Click the "**No First Name**" check box.

**Add Newborn**

Parent Information: \* required

Parent PHN/ULI:   \*

-OR-

No Parent ULI Reason:  \*

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**Newborn Information**

**Preferred Name:**

Last Name:  \*

First Name:   **No First Name** \*

Middle Name:

Suffix:

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**Person Details:**

Gender:  \*

Date of Birth:  \*

(YYYY-MM-DD)

Birth Order:  \* of  \*

Registration Facility:  \*

Date of Death:

(YYYY-MM-DD)

Stillborn

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**Residential Address:**

**No Address**

Addressee:

## PERSON DETAILS

- 4 Select the gender, enter the date of birth and birth order and select the registration facility.

## RESIDENTIAL ADDRESS

- 5 Check the **No Address** check box and click **Submit**.

The **Add Newborn Confirmation** page will display with the newly entered information.

**NOTE**

If it is found that a newborn previously added to PD is linked to the birth parent, the user must notify the PD Service Desk at **780-427-1494**.

For additional information on PD, visit the [Alberta Netcare Learning Centre](#).