

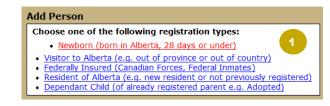
This quick reference provides instructions for registering adopted newborns in the Person Directory (PD) application.

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.

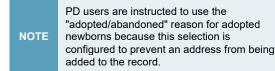
## How to Register Adopted Newborns

1 From the Add Person page, select Newborn



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.



## **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:	
2 -OR-	
No Parent ULI Reason: Adopted / Abandoned	
Newborn Information	
Preferred Name:	
Last Name: 🛛	dopte *
First Name:	No First Name*
Middle Name:	
Suffix:	- Select 🗸
Person Details:	
Gender:	Male 🚽 *
Date of Birth:	2015-JAN-06 *
	(1007-MMM-DD)
Birth Order:	1 * of 1 - Singleton +*
	042 - Grey Nuns Community Hospital *
Date of Death:	
	(тт-ммм-вв) 4
	Stillborn
Residential Address:	
	No Address
6 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.



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 <u>Alberta</u> <u>Netcare Learning Centre</u>.

