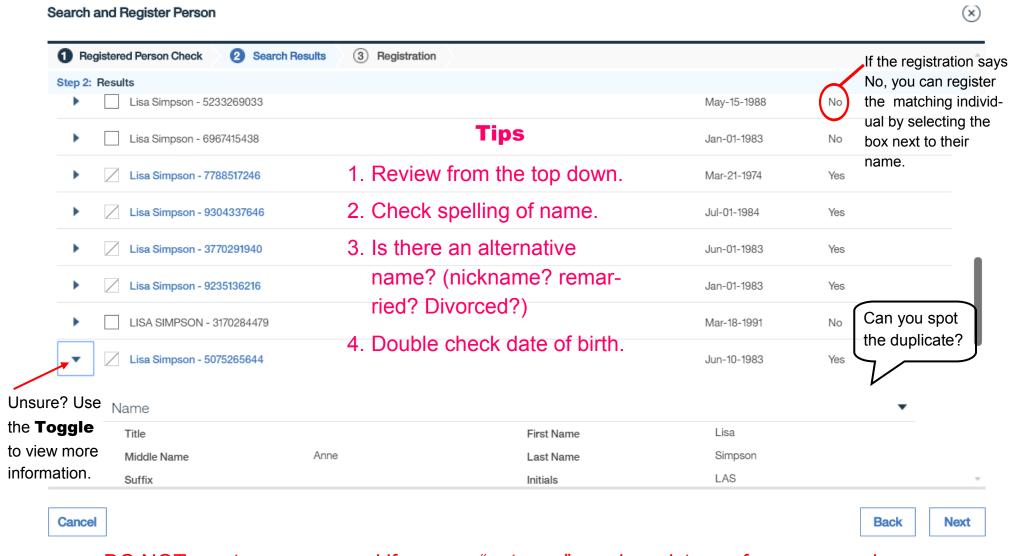# Search and Register

Tips to avoid creating duplicates!

When searching **always** search by entering full last name, full first name and birthdate.

Search and Register Person   ⊗

① Registered Person Check   ② Search Results   ③ Registration

Step 2: Results

▶ ☐	Lisa Simpson - 5233269033	May-15-1988	No
▶ ☐	Lisa Simpson - 6967415438	Jan-01-1983	No
▶ ▱	Lisa Simpson - 7788517246	Mar-21-1974	Yes
▶ ▱	Lisa Simpson - 9304337646	Jul-01-1984	Yes
▶ ▱	Lisa Simpson - 3770291940	Jun-01-1983	Yes
▶ ▱	Lisa Simpson - 9235136216	Jan-01-1983	Yes
▶ ☐	LISA SIMPSON - 3170284479	Mar-18-1991	No
▼ ▱	Lisa Simpson - 5075265644	Jun-10-1983	Yes

Name ▼

Title		First Name	Lisa
Middle Name	Anne	Last Name	Simpson
Suffix		Initials	LAS

Cancel   Back   Next

If the registration says No, you can register the matching individual by selecting the box next to their name.

Tips

1. Review from the top down.

2. Check spelling of name.

3. Is there an alternative name? (nickname? remarried? Divorced?)

4. Double check date of birth.

Can you spot the duplicate?

*Unsure? Use the **Toggle** to view more information.*

DO NOT create a new record if you are "not sure" -seek assistance from a co-worker, supervisor or Mobius Support, CSS.MobiusRequests@gov.ab.ca