



BEFORE THE BIRTH AOP INSTRUCTIONS

For Certified Entity Use Only:

If the parents have not selected a name for the child, on the line for the child's name, write "Infant" and the last name agreed upon by the parents, e.g., Infant Jones.

In the case of multiple births, list the names as:

- Infant A and last name chosen by parent
- Infant B and last name chosen by parent

On the line for the Date of Birth (DOB), write "Projected Date of Birth," and list the child's due date. Then, include birthplace information for the expected birth. For example – Galveston (city), Galveston (county), Texas (state).

The remaining parts of the AOP should be completed as any other AOP.

Fax the AOP to Vital Statistics Unit (VSU).

Provide the parents with a copy of the completed AOP with COPY written or stamped on it.

Instruct the mother to bring that copy of the AOP to the hospital when she delivers her baby.

Note: UTMB prenatal clinics providing care to mothers targeted for delivery at UTMB Galveston will mail a copy of the AOP on the date it is completed to the Birth Registration Department at UTMB Galveston.

The birth registrar will file a copy of the AOP in the Birth Registration office by alphabetical order and expected due date for review upon admission.

Texas Electronic Registry (TER) will not accept a "Date AOP Sent" prior to the date of birth. You should enter the child's actual date of birth in this field, rather than the date that the AOP was faxed prior to the birth.