

## Useful Contacts

BDM Staff are available to assist with inquiries between 9am-5pm Monday—Friday

Errors and Amendments: **Ph. 616 53450**

Online death registration system issues: **Ph. 616 53456**

Advice on how to apply for a certificate: **Ph. 616 53457 or email [bdm@justice.tas.gov.au](mailto:bdm@justice.tas.gov.au)**

The [System Validation and Keying Instructions](#) provide step by step instructions to complete an online death registration, but here are reminders about information that is sometimes missed.

### 1. Relationship Information

If the deceased is in a de-facto or significant relationship at the time of death, the relationship can be included even if it has not been registered under *Part 3, Relationship Act 2003*.

**Relationship Details**

Was the deceased a partner in a caring or significant relationship at the time of death?:  Significant Relationship  Caring Relationship  No Relationship

Number of Relationships: 1

**Relationship Number 1**

Place Registered:

State Registered:

Age in Years: 45

Age Qualifier:

Surname of Partner: JONES

First Names of Partner: Samantha

2. Please note there are two sections for children of the deceased. The first section is for children of marriages. Scroll further down for children of relationships.

- Children of the deceased through marriages.

**Marriage Details**

Number of Marriages: 1

**Children of the Deceased**

Number of Children: 1  ?

**Child Number 1**

First Names: Sarah  ?

- Children of the deceased through relationships.

**Relationship Details**

Was the deceased a partner in a caring or significant relationship at the time of death?:  Significant Relationship  Caring Relationship  No Relationship

Number of Relationships: 1

**Children from Relationships**

Number of Children: 1

**Child Number 1**

First Names: Billy

3. Use mixed case (upper & lower) for given names and addresses.

4. Check place and date of death match the medical certificate of cause of death.

5. Ask the family/next of kin to double check all spellings as amendment fees apply to correct certificates once issued.

6. Validate and save as often as you can. (Please note for security reasons you have 2 hours before your funeral online session will time out if it is not being used).