

Births, Deaths and Marriages Tasmania (BDM)

Online death registration guide

1. Before you begin

This document provides a step by step guide to completing an online death registration.

- Use mixed case (upper and lower) for given names and addresses.
- Check place and date of death match the medical certificate of cause of death.
- Check the spelling of names and addresses. Please note amendment fees apply to correct certificates once issued.
- Validate and save as often as you can while using the online application.

Please note: for security reasons you have 2 hours before your online session will time out if it is not being used).

2. Keying instruction guide

Details of Deceased

Family name – Enter family name of deceased in upper case e.g. SMITH. **Please note:** If there is an “also known as” name provided as well, please do not enter this name. BDM do not register “also known as” names.

Given name/s – Enter given name/s of deceased in mixed case e. g. John Jacob. **Please note:** If there is an “also known as” name provided as well, please do not enter this name. BDM do not register “also known as” names.

• **Gender**– Select relevant gender from the drop down list. If “Other” is selected “please specify” field will appear. Please enter the preferred gender.

Date of Death – Enter date of death. Format must be dd/mm/yyyy, e.g. 05/07/2011

If an exact “date of death” is not known, Please enter the date of death range e.g. 23/07/2019 to 25/07/2019.

Date of Birth – must be equal to, or less than Date of Death. Enter in dd/mm/yyyy e.g. 21/05/1950.

Age at Death – enter the age at death and then select the relevant option, such as years, from the “Age Units” drop down list. If you are unsure of the age, the field can be left blank and will be calculated after the record is submitted.

Usual Residence of Deceased

If the deceased’s usual residence does not appear in the drop down list then leave blank and enter the details manually starting from the Address field.

Place of Death

If the deceased's place of death does not appear in the drop down list then leave blank and enter the details manually starting from the Address field.

If death occurred at a hospital or nursing home, please select the relevant hospital or nursing home from the drop down list. If death occurred elsewhere, enter following address details (as provided):

- Street (mixed case)
- Suburb (upper case)
- State (upper case)
- Postcode
- Country (upper case)

Where death occurred – please select relevant option from the drop down list:

- Hospital
- Non-admitted
- Nursing Home
- Other – note, if selected “Other”, please specify
- Private

Place of Birth – provide Suburb and State (and Country if born outside Australia), entered in Upper case. If unknown, enter “NOT STATED”

If born overseas, period of time since arrival – only complete if place of birth is outside Australia. Enter the number and then select either “Years” or “Months” from the drop-down menu.

Usual Occupation during working life – enter the occupation as stated in mixed case (e.g. Labourer, Shop Assistant). If unknown, enter “Not Stated”

Retired at Date of Death - select relevant radio button (i.e. Yes or No)

- **Was the deceased of Aboriginal or Torres Strait Islander origin?** o **Aboriginal origin** – select relevant radio button (e.g. “Yes”, “No” or “Not Stated”)
- **Torres Strait Islander** – select relevant radio button (e.g “Yes”, “No” or “Not Stated”)

Relationship status of deceased

From the drop down list select the relationship status of the deceased. Please note if the deceased was separated but not divorced and currently in a significant/defacto relationship you would select significant relationship.

Marriage Details:

If the deceased has been married then provide the details below:

- **Number of Marriages** – select the number of marriages the deceased has had from the drop down menu. This will then expand out the fields for you to enter the details of each marriage.

- **Place of Marriage** – enter Town/City and State in upper case. Enter Country, if outside Australia. If not known, enter “NOT STATED” in each field.
- **Deceased’s age in years at date of Marriage** – Enter the age at marriage. If not known, choose “Not Stated” from the drop-down list in the **Age Qualifier** field.
- **Name of Spouse:**
 - Enter **Surname of Spouse** in upper case. If not known, enter “NOT STATED”
 - Enter **First Names of Spouse** in mixed case - If not known, enter “Not Stated”

If there is more than one marriage, repeat for each subsequent marriage in the Second Marriage, Third Marriage fields etc.

Relationship Details

If the Deceased was in a Caring or Significant Relationship at the time of death, please select “Yes”.

If “Marital Status” is **Married, Widowed, Divorced, Separated but not divorced** or **Unknown**, “First Marriage” details must be entered.

- **Number of Relationships** – select the number of relationships the deceased has had from the drop down menu. This will then expand out the fields for you to enter the details of each relationship.
- **Place of Relationship** – enter Town/City and State in upper case. Enter Country, if outside Australia. If the relationship was not registered or is not known, leave place registered blank.
- **Deceased’s age in years at date of Relationship** – Enter the age when relationship began. If not known, choose “Not Stated” from the drop-down list in the **Age Qualifier** field.
- **Name of Partner:**
 - Enter **Surname of Partner** in upper case. If not known, enter “NOT STATED”
 - Enter **First Names of Partner** in mixed case - If not known, enter “Not Stated”

If there is more than one relationship, repeat for each subsequent relationship in the Second Relationship, Third Relationship fields etc.

Children of all relationships

First Names, Date of Birth, Age and Sex of children to all relationships are to be entered in order of birth:

- First Names – enter first names only in upper case. If not known, enter “Not Stated”
- Date of Birth – enter date of birth in dd/mm/yyyy format
- Age – enter age of child
- If adopted enter “A” in “Age Qualifier” field
- If deceased enter “D” in “Age Qualifier” field
- If not born alive, enter “SB” in “Age Qualifier” field

Details of Father (Parent 1) of the Deceased

- **Father’s (Parent 1) name**
- Enter Father’s (Parent 1) surname in upper case. If not known, enter “Not Stated”
- Enter Parent 1 family name at birth

- Enter Father's (Parent 1) first names in mixed case. If not known, enter "Not Stated"
- **Main occupation during working life** – enter Father's (Parent 1) occupation as stated, in mixed case (e.g. Labourer, Shop Assistant). If unknown, enter "Not Stated"

Details of Mother (Parent 2) of the Deceased

- Mother's (Parent 2) name
- Enter Mother's (Parent 2) surname in upper case. If not known, enter "NOT STATED"
- Enter Mother's (Parent 2) family name at birth
- Enter Mother's (Parent 2) first names in mixed case. If not known, enter "Not Stated"
- Main occupation during working life – enter Mother's (Parent 2) occupation as stated, in mixed case (e.g. Labourer, Shop Assistant). If unknown, enter "Not Stated"

Certifying Doctor Details

- **Medical Certificate or Coronial Inquiry Pending** – select relevant radio button (i.e. "Medical" or "Coronial Inquiry"). Please note: this will be defaulted to "Medical".
- If **'Medical Certificate'** is selected, enter details of certifying doctor:
- Certifier Name – enter doctor's name in upper case
- Address – enter doctor's street address in upper case (if not known, leave blank)
- Suburb – enter Suburb in upper case
- State – enter State in upper case
- Postcode – enter postcode
- Country – enter Country in upper case
- Phone – enter doctor's phone number (if not known, leave blank)

Declaration

- **Informant Name** – enter full name of Informant in mixed case
- **Relationship to Deceased** – From the drop down list select the relevant relationship to the deceased (e.g. Funeral Director, Wife, Husband, Son, Daughter)
- **Address** – enter Informant's street address in mixed case
- **Suburb** – enter Suburb in upper case
- **State** – enter State in upper case
- **Postcode** – enter postcode
- **Country** – enter Country in upper case
- **Phone Number** – Enter Informant's phone number (If not provided, leave blank)

Disposal Details

- **Method of Disposal** – select relevant option from the drop down list, i.e. Cremation or Burial
- **Place of Disposal** – enter the place of disposal in upper case
- **Date of Disposal** - Enter date of disposal. Format must be dd/mm/yyyy

Overseas or Interstate Disposal

- **Overseas or Interstate Disposal** – Select either “Yes” or “No”. Please note, this will be defaulted to “No”
- **If “Yes”**
- Enter **Name of airline in upper case**
- **Overseas or interstate destination** – enter City, State and Country (if outside Australia) in upper case
- **Date Remains were Transported Overseas or Interstate** – enter the date in dd/mm/yyyy format

Non-Disposal of Remains Within 30 Days of Death

- **Were the Remains Disposed of Within 30 Days** – select relevant radio button (i.e. “Yes” or “No”). Please note, this will be defaulted to “Yes”.
- **If “No”**
- **Custodian Name** – enter full name of person or organisation who has custody of the remains in upper case
- Address – enter custodian’s street address in upper case
- Suburb – enter Suburb in upper case
- State – enter State in upper case
- Postcode – enter postcode
- Country – enter Country in upper case

Reason for not disposing of the remains within 30 days – enter the reason given in mixed case

Certification of the disposal of human remains

- Enter the **Contact Name** (i.e. your name as the person lodging the registration) in upper case

Product Order (Optional)

- Order a death certificate select radio button yes
- Select how many death certificates for this record you would like
- Select method of payment invoice or credit card
- Select method of delivery registered post, express post, standard post or collect from births deaths and marriages

Delivery details

If you leave this section blank the certificate will be sent to the address linked to your online registration account (your organisation’s postal address)

Complete the delivery details if you would like the certificate sent directly to the family

3. Contact BDM

BDM staff are available to assist with inquiries between 9am to 5pm from Monday to Friday.

- Errors and amendments phone 6165 3450
- Online death registration system issues phone 6165 3456
- Advice about how to apply for a certificate phone 6165 3457 or email bdm@justice.tas.gov.au