

Funeral Directors Online - Validation Rules & Keying Instructions

Details of Deceased:

- **Surname** – Enter surname of deceased in upper case. **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.
- **First Name(s)** – Enter given name(s) of deceased in mixed case. **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.
- **Sex** – Select relevant sex from the drop down list.
- **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, the “To Date” field can also be used. The “Qualifier” field contains a list of options, such as, between, found on, on or about, and unknown. For example, for a between date, you would enter the first date in the “Date of Death” field, the second date in the “To Date” field and then choose “between” from the “Qualifier” drop down list. Note: there is no compulsory format for these date fields

- **Date of Birth** – must be equal to, or less than Date of Death. Enter in dd/mm/yyyy format.
- **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.
- **Marital Status** – select the relevant option from the drop down list:
 - Never Married
 - Married
 - Separated but not divorced
 - Divorced
 - Widowed
 - Unknown

- **Usual Residence** – If usual residence of the deceased is a hospital or nursing home, please select the relevant place from the drop down list. If not, please enter the following address details in full:
 - Street (mixed case)
 - Suburb (upper case)
 - State (upper case)
 - Postcode
 - Country (upper case)

- **Place of Death** – Please enter this exactly as provided.
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.

- **Was the deceased of Aboriginal or Torres Strait Islander origin?**
 - **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”)
- **Usual Occupation during working life** – enter the occupation as stated in mixed case (e.g. Labourer, Shop Assistant). If unknown, enter “Not Stated”
- **Main Tasks Involved with this work** – enter the main tasks involved with the occupation (mixed case)
- **Retired at Date of Death** - select relevant radio button (i.e. Yes or No)

Marriage Details:

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

If “Marital Status” is **Never Married**, marriage details must be left blank.

- **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.

Children of the Deceased through marriages:

First Names, Date of Birth, Age and Sex of all children to each marriage 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
- **Sex** – select sex of child from the drop down list
- **Females/Males Living or Deceased** – Enter the number of children living and deceased in each field.

Relationship Details

- **Caring or Significant Relationship** – This defaults to “No”. However, 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 the Deceased through relationships:

First Names, Date of Birth, Age and Sex of all children to each relationship 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
- **Sex** – select sex of child from the drop down list
- **Females/Males Living or Deceased** – Enter the number of children living and deceased in each 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”
- **Main tasks involved with this work** – enter main tasks if provided. If nothing is provided, leave blank (mixed case)

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"
- **Main tasks involved with this work** - enter main tasks if provided. If nothing is provided, leave blank (mixed case)

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 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 you online registration account (your organisation's postal address)
 - Complete the delivery details if you would like the certificate sent directly to the family