

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 on how to apply for a certificate phone **6165 3457** or email bdm@justice.tas.gov.au

The [Keying instructions document](#) provides a step by step guide to complete an online death registration, but here are reminders about information that is sometimes missed.

Entering 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:

Relationship Number 1

Place Registered:

State Registered:

Age in Years:

Age Qualifier:

Surname of Partner:

First Names of Partner:

Children of the deceased

The children of the deceased will be entered in the marriage details or relationship details section which is decided on whether the deceased was in a relationship or married to the other parent at the time.

Please note: If you enter children of the deceased in the incorrect section remember to set the number back to blank.

<p>Marriage Details</p> <p>Number of Marriages: <input type="text" value="0"/></p> <p>Children of the Deceased</p> <p>Number of Children: <input type="text" value="0"/> ?</p> <p>Males Living: <input type="text"/></p> <p>Females Living: <input type="text"/></p> <p>Males Deceased: <input type="text"/></p> <p>Females Deceased: <input type="text"/></p>	<p>Relationship Details</p> <p>Was the deceased a partner in a caring or significant relationship at the time of death?: <input checked="" type="radio"/> Significant Relationship <input type="radio"/> Caring Relationship <input type="radio"/> No Relationship</p> <p>Number of Relationships: <input type="text" value="0"/></p> <p>Children from Relationships</p> <p>Number of Children: <input type="text" value="0"/></p> <p>Males Living: <input type="text"/></p> <p>Females Living: <input type="text"/></p> <p>Males Deceased: <input type="text"/></p>
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Keying instructions

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

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

Ask the family/next of kin to double check all spellings as 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).