

---

## PRO 319 eRegistry - eNotice of Birth

This procedure provides work instructions to midwives and authorised hospital staff for creating a new Notice of Birth using eRegistry, or a bulk upload in a XML file, for a Birth Registration to be created. It describes LifeLink system use as well as related manual tasks and procedures.

### Essential Summary

---

This procedure applies to the following authorised people that have access to the system, to Notify the Registry of a child's birth;

- Hospital administrative staff
- Doctors
- Independent midwives

The above people should have knowledge of the following;

- Understanding of section 12 of the *Births, Deaths and Marriages Registration Act 1995*
  - Section 12 outlines the obligations of a responsible person who must give notice of a birth to the Registrar in a form and manner required by the Registrar, specifying the particulars required by the regulations.
- The use of the eRegistry component of LifeLink and its basic functionality, such as logging on and off, screen navigation, data entry / modification and other administrative features.

A Notice of Birth is one of two required notifications within LifeLink that the Registry uses to create a Birth Registration.

LifeLink attempts to match the Notice of Birth and Birth Registration Statement, when both have been provided to the Registry by the parents. A match creates a Birth Registration (BR) automatically.

This procedure details how an authorised person can prepare and submit a Notice of Birth or a bulk XML file upload, to the NSW Registry of Births Deaths & Marriages using eRegistry.

Printed copies of this document may not be up to date.  
Ensure you have the latest version before using this document.

## Table of Contents

---

<b>1</b>	<b>Scope</b>	<b>4</b>
<b>2</b>	<b>Purpose</b>	<b>4</b>
<b>3</b>	<b>Definitions</b>	<b>4</b>
<b>4</b>	<b>High Level Birth Registration Process</b>	<b>6</b>
	4.1 Create eNoB – single record	6
	4.2 Create eNoB – XML File – Bulk Upload	6
<b>5</b>	<b>Legislation</b>	<b>7</b>
<b>6</b>	<b>Notice of Birth Checklist</b>	<b>7</b>
<b>7</b>	<b>Characters used in LifeLink</b>	<b>8</b>
<b>8</b>	<b>Logon to eRegistry</b>	<b>8</b>
<b>9</b>	<b>Screen Structure</b>	<b>9</b>
<b>10</b>	<b>Creating a Notice of Birth in eRegistry</b>	<b>9</b>
	10.1 Enter the Birth Mother's Details	11
	10.2 Enter Mother's Date of Birth	11
	10.3 Specify Aboriginal and Torres Strait Island Origin	11
	10.4 Enter the Mother's Residential Address	12
	10.4.1 Standard Australian Address	12
	10.4.2 International Address	12
	10.5 Child's Birth Details	13
	10.6 Born Alive field	13
	10.6.1 Entering Live Birth details – Single Birth	14
	10.6.2 Entering Live Birth details – Multiple Birth	14
	10.6.1 Entering Stillborn details	14
	10.7 Place of Birth	15
	10.7.1 Was the Child Born in a Hospital – Yes	15
	10.7.2 Was the Child Born in a Hospital – No	15
	10.8 Notifier Details	16
<b>11</b>	<b>Saving an eNotice of Birth</b>	<b>16</b>
	11.1 How to Save you eNotice of Birth	17
	11.2 Accessing a saved record	18
	11.3 Deleting a saved record	19
<b>12</b>	<b>Duplicating a previous record – for multiple birth</b>	<b>20</b>

---

<b>13</b>	<b>Submit eNotice of Birth</b>	<b>23</b>
<b>14</b>	<b>Printing</b>	<b>26</b>
<b>15</b>	<b>XML Schema</b>	<b>28</b>
	15.1 XML Schema Specifications	28
	15.2 XML File upload method	29
	15.3 Successful XML Load	31
	15.4 Unsuccessful XML load:	31
<b>16</b>	<b>References</b>	<b>31</b>
<b>17</b>	<b>Document information</b>	<b>32</b>
<b>18</b>	<b>Document history</b>	<b>32</b>

# 1 Scope

---

The scope of this document contains the following;

- Creating a Notice of Birth within eRegistry
- Upload XML file from eRegistry to LifeLink
- XML schema Specifications for XML upload

This document does not contain the following;

- User login details for eRegistry
- Creating a Notice of Birth within LifeLink
- Creating a Birth Registration Statement and the creation of a Birth Registration in LifeLink
- All other procedures and processes completed by the Registry of Birth, Death and Marriages

This procedure provides work instructions to midwives and authorised hospital staff for creating a new eNotice of Birth using eRegistry.

# 2 Purpose

---

This document provides work instructions for creating a new Notice of Birth using the eRegistry component of LifeLink by midwives and authorised hospital staff. It describes the eRegistry system's use as well as related manual tasks and procedures.

This document describes the two ways to send electronic information to the NSW Registry of Births, Deaths & Marriages. They are:

Data can be entered directly into the eRegistry system and submitted to the Registry. If the data passes the system validations and business rules, the Notice of Birth information will be loaded directly into the Registry's LifeLink system.

You can use the bulk upload functionality (XML File). Users are required to create a file based on an XML schema.

When a child is born, a Notice of Birth must be submitted by midwives and authorised hospital staff to the NSW Registry of Births, Deaths & Marriages.

The risk of not submitting a Notice of Birth to the NSW Registry of Births, Deaths & Marriages is the child's Birth Registration is unable to be created and the child's birth will not be recorded within NSW.

# 3 Definitions

---

**"Adult"** means a person who is 18 or above or, although under 18, is or has been married.

"**Birth**" includes a stillbirth.

"**Birth certificate**" means a certificate issued under section 49 as to the particulars contained in an entry in the Register in relation to a person's birth.

"**Birth registration statement (BRS) Contains** the information regarding the child's particulars of birth. The BRS is usually supplied by the Parents of the child.

"**Child**" means a person who is 17 years old or under, includes a stillborn child.

"**Client**" Means a customer of the NSW Registry of Births, Deaths & Marriages.

"**Corresponding law**" means a law of another State that provides for the registration of births, deaths and marriages.

"**Doctor**" means a registered medical practitioner.

"**Notice of Birth (NoB)**" means a notice (either written or electronic) given to the by the responsible person to the Registrar notifying of a child's birth.

"**Registrable event**" means a birth, adoption or discharge of adoption, change of name, change of sex, death or marriage or relationship.

"**Registrable information**" means information that must or may be included in the Register.

"**Registering authority**" means an authority responsible under a corresponding law for the registration of births, deaths and marriages.

"**Registrar**" means the Registrar of Births, Deaths and Marriages holding office as such under Part 2 of the *Public Sector Management Act 1988* .

"**Responsible Person**" Means the person who is required to give the Notice of Birth the NSW Registry of Births Deaths & Marriages. Usually the Hospital or Midwife.

"**Stakeholder**" means a third party who participates with the NSW Registry of Births Deaths & Marriages e.g. Funeral Director or Marriage Celebrant

"**State**" includes a Territory.

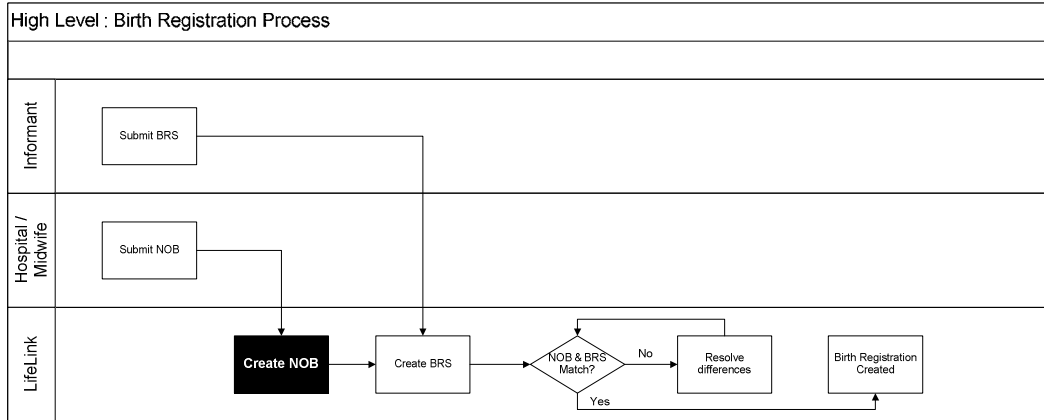
"**Stillbirth**" means the birth of a stillborn child.

"**Stillborn child**" means a child that exhibits no sign of respiration or heartbeat, or other sign of life, after birth and that:

- (a) Is of at least 20 weeks' gestation, or
- (b) If it cannot be reliably established whether the period of gestation is more or less than 20 weeks, has a body mass of at least 400 grams at birth.

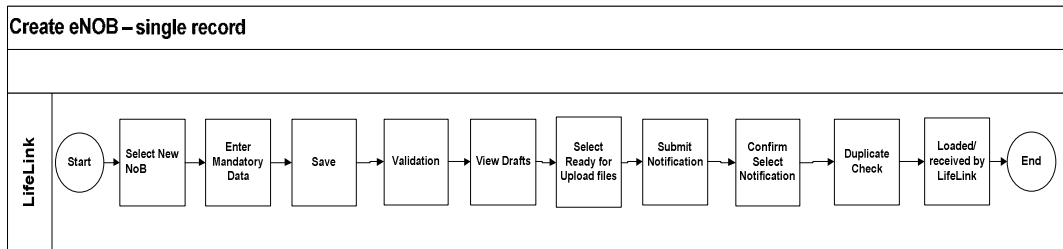
## 4 High Level Birth Registration Process

This diagram represents the Birth Registration process at a very high level:

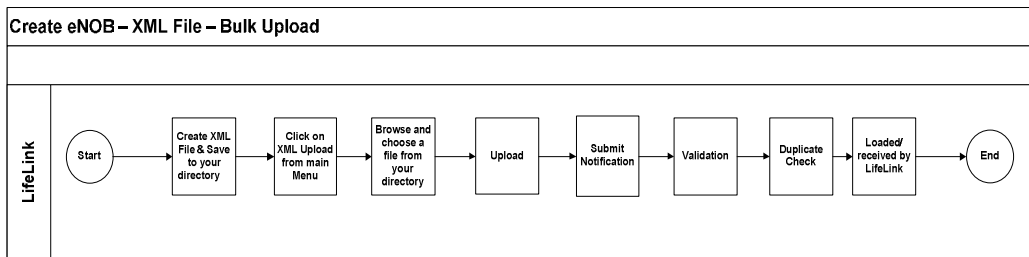


The Create NoB process is highlighted. The NoB is generally submitted to the Registry electronically and is automatically created in LifeLink. This process is represented in more detail, as follows:

### 4.1 Create eNoB – single record



### 4.2 Create eNoB – XML File – Bulk Upload



## 5 Legislation

---

These procedures cover all of the requirements relating to Sections 12, 14, & 16 of the *Births Deaths and Marriages Registration Act, 1995*. You can find a full version of the legislation at: <http://www.legislation.nsw.gov.au>

## 6 Notice of Birth Checklist

---

Before you start this procedure, you will require the following information:

- A logon ID and password to the eRegistry component of the LifeLink system
- Sex of the child
- Child's date of birth
- Child's place of birth
- Still birth or Live birth status
- Gestation period if it's a stillbirth
- Mother's full name
- Mother's residential address

## 7 Characters used in LifeLink

---

LifeLink only accepts English alphabetical characters. This complies with standards set out by the International Civil Aviation Organisation in a document titled 'Machine Readable Travel Documents'. This document states that surnames and given names be written without diacritical marks e.g. accents/graves etc.

- Hyphens (-) and apostrophes (') can be used
- Slashes (/) (\) cannot be used in names, however they can be used in addresses

Diacritical marks cannot be used. Some examples of diacritical marks than cannot be used in LifeLink include

acute	á Á	dot	ž Ž
bar	đ Đ	double acute	ő Ő
breve	ā Ā	grave	à À
caron (hacek)	č Č	macron	ā Ā
cedilla	ç Ç	ogonek	ą Ą
circumflex	â Â	ring (krouzek)	ř Ř
comma	ș Ș	slash	ø Ø
diacresis (umlaut)	ö Ö	tilde	ñ Ñ

## 8 Logon to eRegistry

---

In the address bar of type in <https://eregistry.bdm.nsw.gov.au> from this address you will be given a login screen. Enter your user name and password.

**LIFE LINK** **NSW** Registry of Births Deaths & Marriages  
Police & Justice

Username:  X

Password:

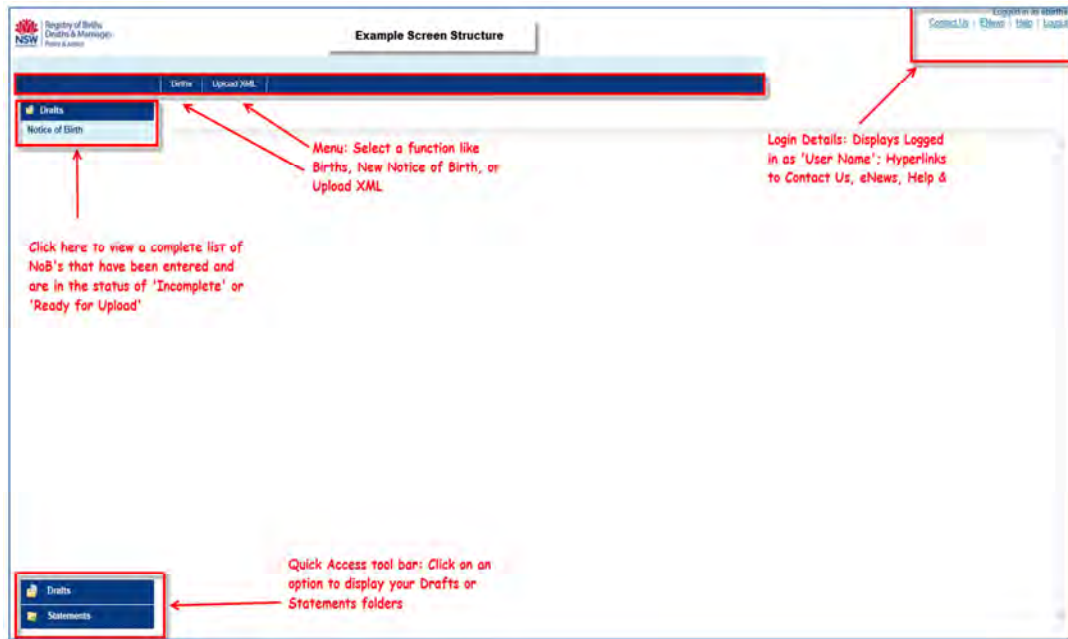
[Forgotten/Reset Password](#)

[Contact the Administrator](#)



## 9 Screen Structure

Once you have logged on, this is the first screen you will see.



From this screen you can:

- Create – a New Notice of Birth
- View – Drafts and Statement items
- Upload – XML

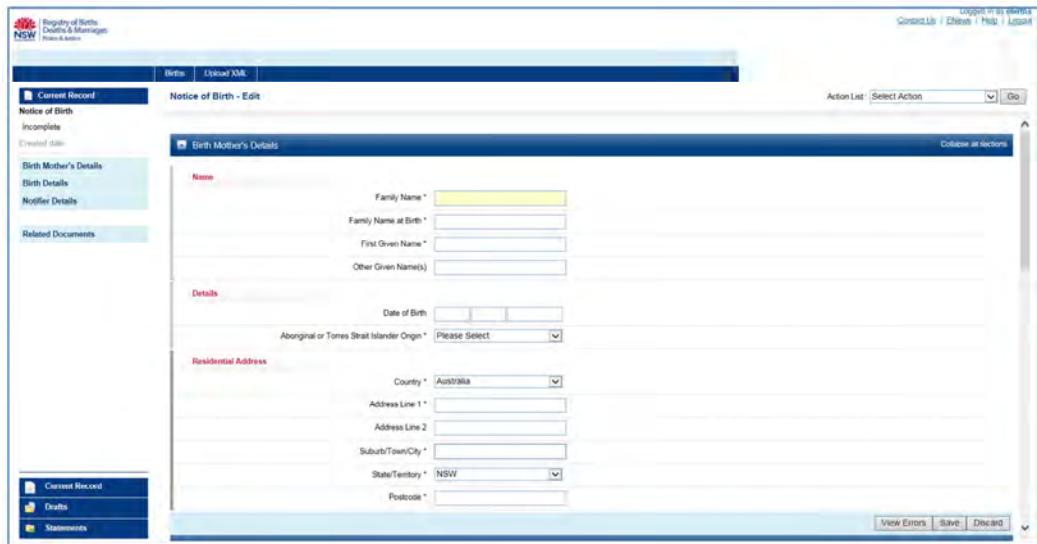
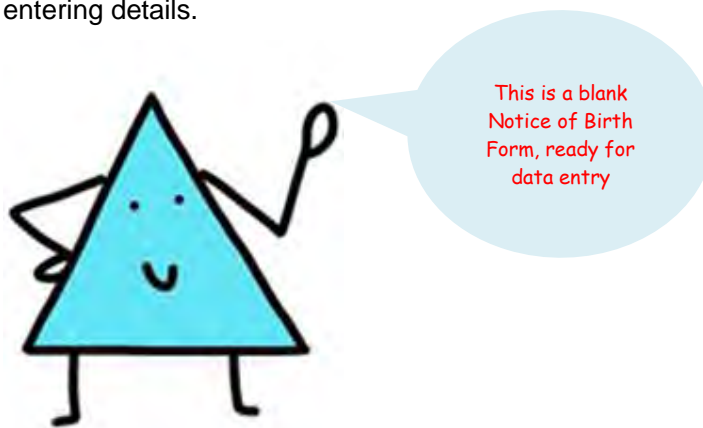
## 10 Creating a Notice of Birth in eRegistry

You can enter data directly into the eRegistry system and once you have entered all data, you can submit it to the Registry. If your data passes the system validations and business rules, the Notice of Birth information will be loaded directly into the Registry's LifeLink system.

Select **Births / New Notice of Birth**.



A blank **Notice of Birth** screen is displayed. Once displayed, you can begin entering details.

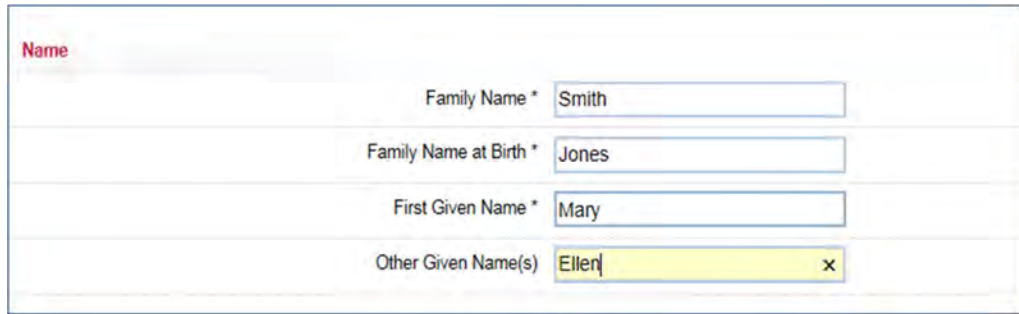


## 10.1 Enter the Birth Mother's Details

The first panel to complete is the **Birth Mother's Details**. Enter details into all mandatory fields, that are marked with an \*.

Remember!

All Names are in Title Case (the first letter must be in upper case, followed by all lower case). An example is shown next:



The screenshot shows a form titled "Name" with the following fields:

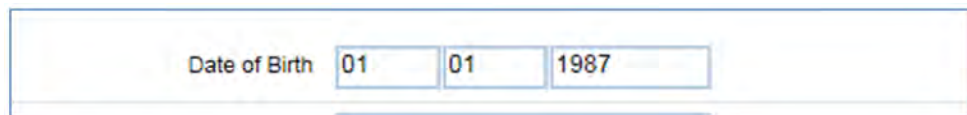
Family Name *	Smith
Family Name at Birth *	Jones
First Given Name *	Mary
Other Given Name(s)	Ellen  x

Note!

If the Birth Mother uses only one name, that name may be recorded in either the **Family Name** or **First Given Name** field. It is up to the client where the name is recorded.

If you require further information regarding this, please email LifeLink Support group on [registry\\_support@agd.nsw.gov.au](mailto:registry_support@agd.nsw.gov.au)

## 10.2 Enter Mother's Date of Birth



The screenshot shows a "Date of Birth" field with the date 01/01/1987 entered in a DD/MM/YYYY format.

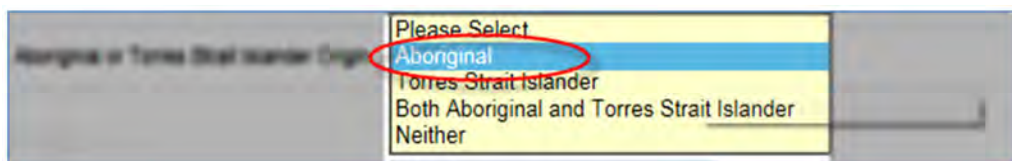
Always use the correct date format which is DD / MM / YYYY see below:

## 10.3 Specify Aboriginal and Torres Strait Island Origin

**Aboriginal and Torres Strait Islander (ATSI) Origin** statistics are collected on behalf of the Australian Bureau of Statistics (ABS).

The data collected is used for statistical and planning purposes. The information does not appear on a birth certificate.

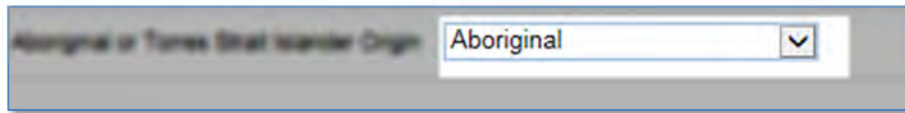
When entering the Aboriginal and Torres Strait Island Origin: click on the down arrow in the reference data list, then select one of the options, as shown:



The screenshot shows a dropdown menu for "Aboriginal and Torres Strait Islander Origin" with the following options:

- Please Select
- Aboriginal
- Torres Strait Islander
- Both Aboriginal and Torres Strait Islander
- Neither

Once you have made your selection, it will appear in the field as shown.



A screenshot of a web form showing a dropdown menu. The text 'Aboriginal' is selected and displayed in the dropdown box. The label for the dropdown is partially visible as 'Aboriginal or Torres Strait Islander Origin'.

## 10.4 Enter the Mother's Residential Address

There are two address formats to choose from:

- Standard Australian Address Format (Default). Refer to section 10.4.1
- International Address Format. Refer to section 10.4.2

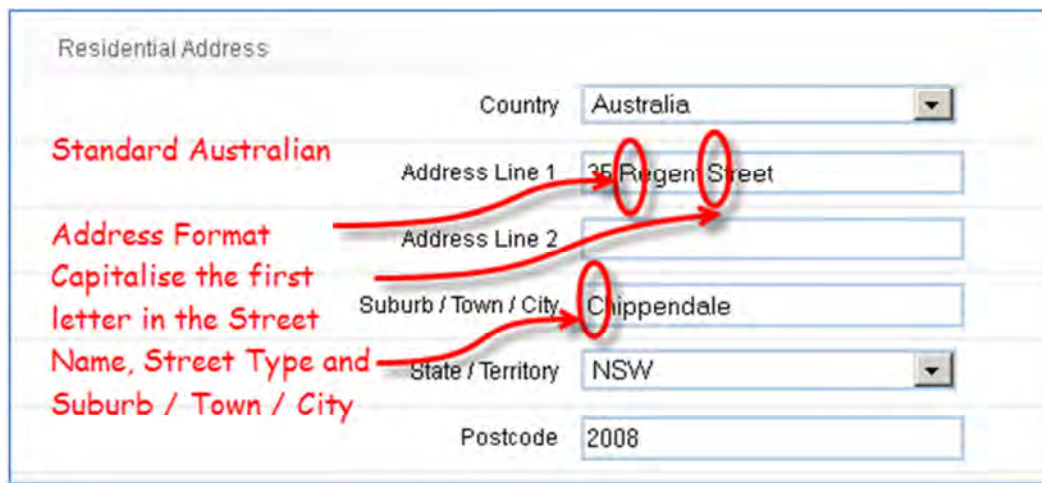
### 10.4.1 Standard Australian Address

LifeLink defaults **Country** to **Australia** and **State / Territory** to **NSW**, but you can change any of these fields as required.

Always capitalise:

The first letter of the street name in **Address Line 1 & Address Line 2** (eg 35 Regent Street)

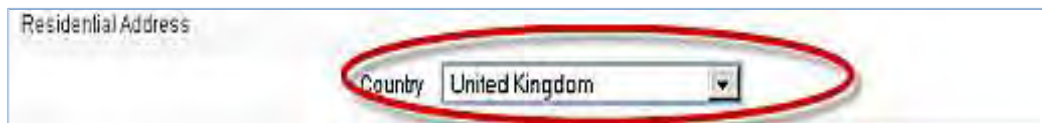
The first letter of the **Suburb / Town / City** (e.g. Chippendale)



A screenshot of the 'Residential Address' form. The form is filled out with the following information: Country: Australia; Address Line 1: 35 Regent Street; Address Line 2: (empty); Suburb / Town / City: Chippendale; State / Territory: NSW; Postcode: 2008. Red handwritten annotations are present: 'Standard Australian' and 'Address Format' are written in red. Red arrows point from these annotations to the 'Address Line 1' and 'Address Line 2' fields. Another red arrow points from the text 'Capitalise the first letter in the Street Name, Street Type and Suburb / Town / City' to the 'Suburb / Town / City' field. The first letters of '35', 'Regent', 'Street', and 'Chippendale' are circled in red.

### 10.4.2 International Address

To enter an international address, select a country from the Country field, as shown below. In this case, the United Kingdom is selected.



A screenshot of the 'Residential Address' form. The 'Country' dropdown menu is selected and shows 'United Kingdom'. The entire dropdown menu is circled in red.

The **International Address** format replaces the **Australian Address** format. You can then enter the international address as free-form text as shown next.

Remember!

- Always capitalise the first letter of the street name and street type (e.g. **Chester Way**)
- Always capitalise the first letter of the suburb / town (e.g. **Cippenham, Slough**)



The screenshot shows a form titled "Residential Address". At the top, there is a "Country" dropdown menu with "United Kingdom" selected, which is circled in red. Below it, the "International Address" field is highlighted in yellow and contains the text "231 Chester Way", "Cippenham, Slough", and "SL15RF". A red arrow points to this field. Below the yellow field is a text input box with the placeholder "Enter International Address".

## 10.5 Child's Birth Details

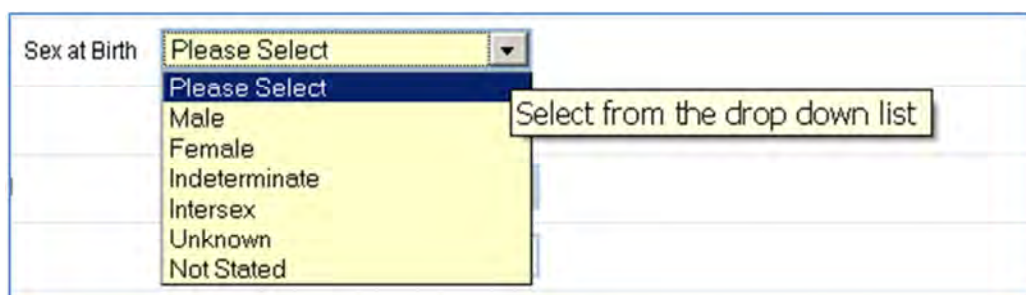
Child's Date of Birth is to be entered in the following format DD/ MM / YYYY

The **Time of Birth** is entered in the 24-hour clock format. E.g. if the child was born at 1:00pm then enter the time as 13:00



The screenshot shows two input fields. The "Date of Birth" field contains "10", "10", and "2013". The "Time of Birth" field contains "13:00". To the right of these fields, there is red text that reads: "Date format is: DD/ MM / YYYY" and "Time format is: 24 hour clock eg 1:00pm = 13:00".

Select the child's sex by clicking on the drop down list next to the **Sex at Birth** field as shown.



The screenshot shows the "Sex at Birth" field with a dropdown menu open. The menu options are: "Please Select", "Male", "Female", "Indeterminate", "Intersex", "Unknown", and "Not Stated". A callout box points to the dropdown menu with the text "Select from the drop down list".

## 10.6 Born Alive field

Next, specify if the birth was a live birth or a stillbirth.

Select Yes or No from the drop down list

- Select **Yes** for a **Live Birth – Live Birth** (single) or **Live Birth** (multiple).

- Select **No** for a **Stillborn**.

A screenshot of a web form showing a dropdown menu for the 'Born Alive' field. The menu is open, displaying three options: 'Please Select' (highlighted in blue), 'Yes' (highlighted in yellow), and 'No'.

### 10.6.1 Entering Live Birth details – Single Birth

When entering Live Birth details ensure that:

- **Born Alive** field is set to **Yes**.
- Leave the **Multiple Birth** check box unchecked.
- Disabled fields are displayed as grey and you cannot enter data into them.

This is how a single live birth will be entered.

A screenshot of the 'Birth Details' form. The 'Born Alive' field is set to 'Yes'. The 'Gestation Period' and 'Birth Order' fields are greyed out, indicating they are disabled. A red 'X' is placed over these fields with arrows pointing to them. A red text box on the left says: 'Grey fields are disabled. You cannot enter data into these fields when they are disabled.'

### 10.6.2 Entering Live Birth details – Multiple Birth

If the child was one of a multiple birth, click on the check box next to the **Multiple Birth** field. Once you have checked the box, the **Birth Order** field is enabled.

Enter the **Birth Order** in each field i.e. 1 of 2, 2 of 2, 1 of 3, 2 of 3, 3 of 3 etc.

A screenshot of the 'Multiple Birth' section of the form. The 'Multiple Birth' checkbox is checked. A red arrow points to the checked box. Red text boxes provide instructions: 'Check this box for a multiple birth.', 'The birth Order field will then be enabled.', and 'Enter the birth order, ensure that both fields contain data.' The 'Birth Order' field is now enabled and shows '1 of 2'.

### 10.6.3 Entering Stillborn details

First change the Born Alive field to stillborn, by selecting No from the drop down list as shown.

A screenshot of the 'Born Alive' dropdown menu. The 'No' option is selected and circled in red.

Then enter the **Gestation Period** (in weeks). Gestational period only applies to a stillborn baby.



Enter the **Weight** (in grams), as shown

Enter the gestation Period in Weeks.

Enter the weight at birth in grams. eg 3.5 kg = 3500 or 4kg = 4000

Enter the Child's weight at birth in grams

### Place of Birth

LifeLink defaults to the child as being born in a hospital.

### Authorised Hospital Staff

If you are responsible for processing records on behalf of a hospital or other facility, the Hospital Birth fields will automatically populate the place of birth based on your Logon Id. You are not required to complete any data entry for these fields, please move to section 10.8 Notifier Details of this document.

### Independent Midwife

If you are an Independent Midwife and not permanently attached to a hospital or facility, you will need to enter details for the child's place of birth.

In this case you will need to identify if the child was born in a hospital or elsewhere.

#### 10.6.4 Was the Child Born in a Hospital – Yes

To enter the child's place of birth where they were born in a hospital, select a hospital name from the drop down list in the **Hospital Name** field.

Next enter the suburb name into the **Suburb / Town / City** field as shown.

Please Select

Armidale and New England Hospital

Auburn District Hospital

Auburn Hospital and Community Health

Ballina District Hospital

Bankstown - Lidcombe Hospital

Baradine District Hospital

Baradine Multi Purpose Service

Barraba Private Hospital

Batemans Bay District Hospital

Bathurst Base Hospital

Bega District Hospital

Bellingen District Hospital

Belmont Hospital

Blacktown Hospital (including Mt Druitt Hospital)

Bleyney Hospital

Blue Mountains District Anzac Memorial Hospital

Boggabri District Hospital

Bombala District Hospital

Bombala Health Service

Select Hospital name from drop down list

Suburb / Town / City Armidale

The information is displayed as shown.

Hospital Name Armidale and New England Hospital

Suburb / Town / City Armidale

#### 10.6.5 Was the Child Born in a Hospital – No

To enter the child's place of birth where they were not born in a hospital, change **Was the Child born in Hospital** field by clicking on the drop down list and select **No**.

The place of birth format dynamically changes to display the **Standard Australian Address** format as shown.

Refer to 10.4 for how to enter address details.

Hospital Birth

Was Child Born in Hospital? No

Location: Ambulance Station

Country: Australia

Address Line 1: 35 Rygen Street

Address Line 2:

Suburb / Town / City: Chippendale

State / Territory: NSW

Postcode: 2008

Always capitalise the first letter of the street, street name & suburb / town / city

## 10.7 Notifier Details

The next panel is the **Notifiers Details**. In this section, you are not required to enter details, as eRegistry will pre-populate into the required fields based on your logon ID.

All of the required information has been completed, now 'Save' the record. Refer to Section 11.

Notice of Birth - Edit

Action List: Select Action Go

Notifier Details

Collapse all sections

**Name**

Family Name \* MIDWIFE

First Given Name \* Mary

Other Given Name(s)

Stakeholder Name \* Auburn Hospital

**Address**

Country \* Australia

Address Line 1 \* George St

Address Line 2

Suburb/Town/City \* Auburn

State/Territory \* NSW

Postcode \* 2000

**Contact Details**

Contact Phone Number \* 2123456789

Email Address \* lifelink@agd.nsw.gov.au

Contact Fax Number \* 2987654321

View Errors Save Discard

## 11 Saving an eNotice of Birth

When you are using the online method to enter single records, you can save your eNotice of Birth at any time.

If you have not completed filling all fields, then your record will be saved as **'Incomplete'**



If have entered data into all fields and providing all of the field validations and business rules are correct, the record will be saved and have a status of **'Ready to upload'**.

Before saving the record, you will note that the created date is blank.

Next is an example of how a record looks before saving.

NSW Registry of Births Deaths & Marriages  
Private & sensitive

Births Upload XML

Current Record Notice of Birth - Edit

Notice of birth  
Incomplete  
Created date

Birth Mother's Details

Name

Family Name \* Sampson

Family Name at Birth \* Jenson

First Given Name \* Kerry

Other Given Name(s) Anne

Date of Birth 01 01 1986

Aboriginal or Torres Strait Islander Origin \* Neither

Residential Address

Country \* Australia

Address Line 1 \* 35 Regent Street

Address Line 2

Suburb/Town/City \* Chippendale

State/Territory \* NSW

Postcode \* 2008

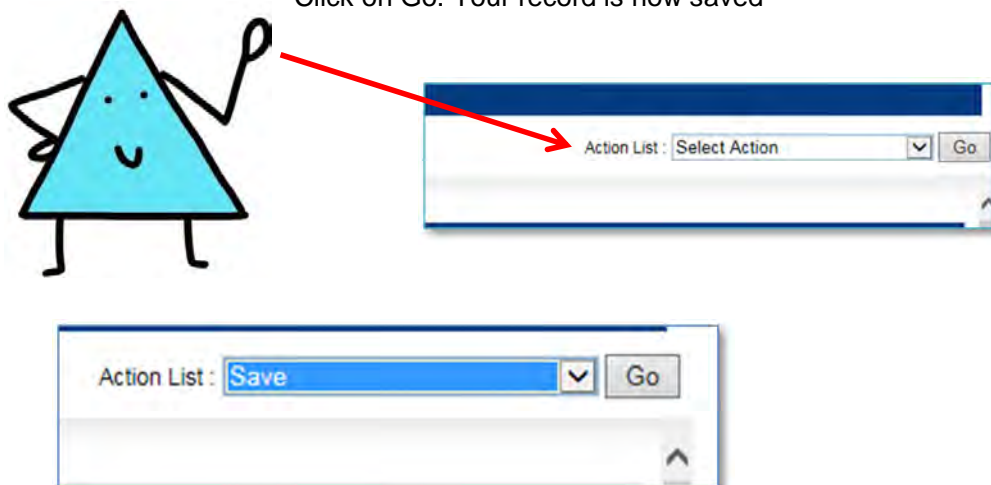
Please note: the Created Date is blank before the record is saved.

Current Record Drafts

### How to Save you eNotice of Birth

To save your eNotice of Birth, go to the Action List which is located on the top right hand side of your screen, then click on the down arrow to select Save from the list.

Click on Go. Your record is now saved



After saving, your eNotice of Birth will have a date in the **Created Date** field. The record will look like this.

Births Upload XML

Current Record Notice of Birth - Edit

Notice of Birth

Ready For Upload

Created date: 18 / 06 / 2014

Birth Mother's Details

Birth Mother's Details

Name

You can also save your Notification by clicking on the Save button found at the bottom right hand side of each data section as shown below.

Address Line 1 \* 35 Regent Street

Address Line 2

Suburb/Town/City \* Chippendale

State/Territory \* NSW

Postcode \* 2008

View Errors Save Discard

The Notification is saved into your Drafts folder.

## 11.1 Accessing a saved record

Click on **Births / Drafts List** - your saved records will display

Births Upload XML

New Notice Of Birth

Drafts List

Statements List

Mother's name	Status	Sex of child	Multiple Birth	Child's Date Of Birth	Created	Stakeholder	Author
HARRISON, Jennifer Jane	Incomplete				05/02/2014 14:57	Auburn Hospital	ebirths view
SMITH, May Ellen	Incomplete				05/02/2014 14:52	Auburn Hospital	ebirths view

Submit Delete Print

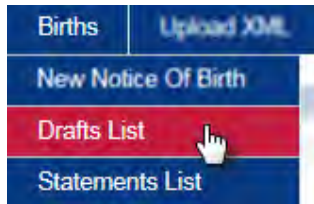
click on view to access a saved record

To view or edit a record click on the **view** link, this will open your record. Once open, you can re-start your data entry as the record is opened in edit mode.

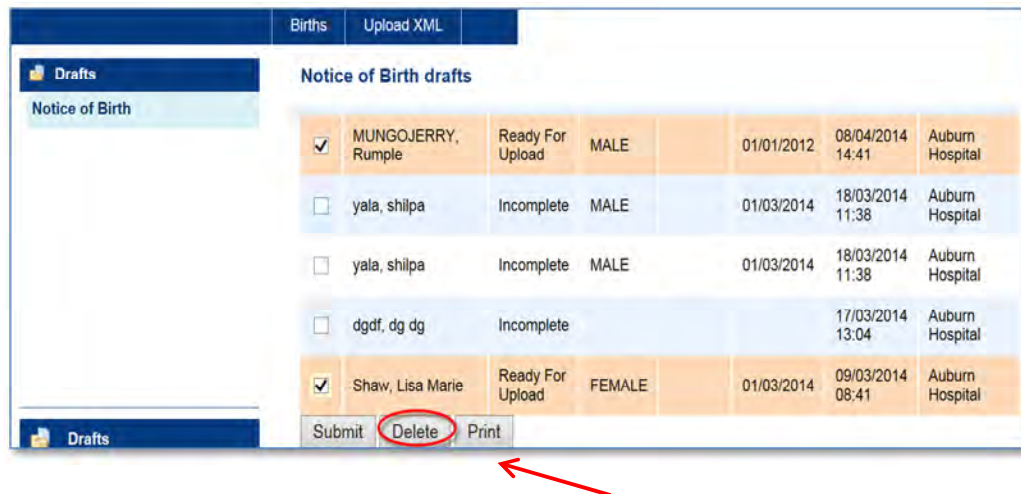
## 11.2 Deleting a saved record

You may find that you want to delete a record. You can only delete records that are in your Drafts folder and have not yet been submitted to the Registry.

To delete a record, begin by opening your Drafts folder. Click on **Births / Drafts List**



Your **Drafts** folder will display showing all records that have been saved by you.



Check the box next any record you want to delete, and then next click the **Delete** button.

A confirmation page will display next as shown

**Drafts** Notice of Birth drafts

Notice of Birth

**Confirmation required**

These notifications can be deleted

Mother's name	Sex of child	Multiple Birth	Child's Date Of Birth	Created	Stakeholder	Author
MUNGOJERRY, Ruple	MALE	/	01/01/2012	08/04/2014 14:41	Auburn Hospital	ebirths
SHAW, Lisa Marie	FEMALE	/	01/03/2014	09/03/2014 08:41	Auburn Hospital	ebirths

**Drafts** Submit

A confirmation page displaying the successfully deleted notifications will be then be shown.

**Drafts** Notice of Birth drafts

Notice of Birth

**Submission Summary**

Successfully deleted notifications

Mother's name	Sex of child	Multiple Birth	Child's Date Of Birth	Created	Stakeholder	Author
MUNGOJERRY, Ruple	MALE	/	01/01/2012	08/04/2014 14:41	Auburn Hospital	ebirths
SHAW, Lisa Marie	FEMALE	/	01/03/2014	09/03/2014 08:41	Auburn Hospital	ebirths

**Drafts** View Draft List

### Duplicating a previous record – for multiple birth

In the case of a multiple birth, you create the first record and save it as a draft ready for upload.

To create the second or subsequent notifications simple access the first notification by:

Click on **Births / Drafts List** - your saved records will display

Births Upload XML

New Notice Of Birth

**Drafts List**

Statements List

**Notice of Birth drafts**

Online Drafts

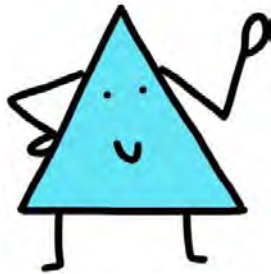
Mother's Family Name

Child's Date of Birth

<input type="checkbox"/>	<a href="#">Mother's name</a>	<a href="#">Status</a>	<a href="#">Sex of child</a>	<a href="#">Multiple Birth</a>	<a href="#">Child's Date Of Birth</a>	<a href="#">Created</a>	<a href="#">Stakeholder</a>	<a href="#">Author</a>	<a href="#">View</a>
<input type="checkbox"/>	Lawson, Donna Jayne	Ready For Upload	FEMALE	1 / 2	15/06/2014	18/06/2014 13:36	Auburn Hospital	ebirths	<a href="#">view</a>

Click on [view](#) to access the record. The record will open in edit mode

Once the record has been opened go to the **Action List**. select **Duplicate selected (multiple birth)**, then click on **GO**.



Action List :

- Select Action
- Add Document
- Save
- Duplicate selected (multiple birth)

A second record is now opened, ready for editing.

You will note that the Mother's Details are pre-populated from record one to record two as shown. The Child's details are blank and you will be required to enter the information to complete the record.



**Birth Mother's Details** Collapse all sections

**Name**

Family Name \*

Family Name at Birth \*

First Given Name \*

Other Given Name(s)

**Details**

Date of Birth

Aboriginal or Torres Strait Islander Origin

**Residential Address**

In order to create the other record simply scroll down to the Child's Details and enter the information required then click on Save.

**Birth Details**

**Child's Details**

Date of Birth \*

Time of Birth \*

Sex at Birth \*

Born Alive \*

Gestation Period

Weight \*

Multiple Birth

When you check your Drafts fold you will now have two records for the same mother, however, the details of the child's birth will be different as can be seen in the Drafts List below.

**Notice of Birth drafts**

**Online Drafts**

Mother's Family Name

Child's Date of Birth

<input type="checkbox"/>	<u>Mother's name</u>	<u>Status</u>	<u>Sex of child</u>	<u>Multiple Birth</u>	<u>Child's Date Of Birth</u>	<u>Created</u>	<u>Stakeholder</u>	<u>Author</u>	<u>View</u>
<input type="checkbox"/>	Lawson, Donna Jayne	Ready For Upload	MALE	2 / 2	15/06/2014	18/06/2014 13:53	Auburn Hospital	ebirths	<a href="#">view</a>
<input type="checkbox"/>	Lawson, Donna Jayne	Ready For Upload	FEMALE	1 / 2	15/06/2014	18/06/2014 13:36	Auburn Hospital	ebirths	<a href="#">view</a>

## 12 Submit eNotice of Birth

Click on **Births / Drafts List** - your saved records will display

Records that are ready for upload will have the status – **Ready for Upload** and look like this:



<input type="checkbox"/>	<u>Mother's name</u>	<u>Status</u>	<u>Sex of child</u>	<u>Multiple Birth</u>	<u>Child's Date Of Birth</u>	<u>Created</u>
<input checked="" type="checkbox"/>	Lawson, Donna Jayne	Ready For Upload	MALE	2 / 2	15/06/2014	18/06/2014 13:53
<input checked="" type="checkbox"/>	Lawson, Donna Jayne	Ready For Upload	FEMALE	1 / 2	15/06/2014	18/06/2014 13:36
<input checked="" type="checkbox"/>	Sampson, Kerry Anne	Ready For Upload	MALE		13/06/2014	18/06/2014 11:50

**Drafts**

**Statements**

Check the box next to the files you want to upload and then click on the submit button at the bottom of the page.

LifeLink will display a list of notifications that will be submitted, then simply click the **submit** button

Notice of Birth

**Confirmation required**

These notifications or applications can be submitted

Mother's name	Sex of child	Multiple Birth	Child's Date Of Birth	Created	Stakeholder	Author
LAWSON, Donna Jayne	MALE	2/2	15/06/2014	18/06/2014 13:53	Auburn Hospital	ebirths
LAWSON, Donna Jayne	FEMALE	1/2	15/06/2014	18/06/2014 13:36	Auburn Hospital	ebirths
SAMPSON, Kerry Anne	MALE	/	13/06/2014	18/06/2014 11:50	Auburn Hospital	ebirths

Drafts

Statements

Submit

When your record has been submitted to the Registry you will be shown a **Submission Summary Page** indicating 'Successfully submitted notifications'

Notice of Birth

**Submission Summary**

Successfully submitted notifications

Mother's name	Sex of child	Multiple Birth	Child's Date Of Birth	Created	Stakeholder	Author
LAWSON, Donna Jayne	MALE	2/2	15/06/2014	18/06/2014 13:53	Auburn Hospital	ebirths
LAWSON, Donna Jayne	FEMALE	1/2	15/06/2014	18/06/2014 13:36	Auburn Hospital	ebirths
SAMPSON, Kerry Anne	MALE	/	13/06/2014	18/06/2014 11:50	Auburn Hospital	ebirths

Drafts

Statements

View Submitted List

A new eNotice Of Birth using the online method has successfully been created.


## 12.1 Accessing a submitted record

Click on **Births / Statements List**

Births | Upload XML

New Notice Of Birth

Drafts List

Statements List 



A list of all records submitted by you will be displayed as shown below.

Notice of Birth							
<input type="checkbox"/>	5111/2014	Sampson, Kerry Anne	In progress	MALE		13/06/2014	18/06/2014:14:18
<input type="checkbox"/>	5109/2014	Lawson, Donna Jayne	In progress	MALE	2 / 2	15/06/2014	18/06/2014:14:18
<input type="checkbox"/>	5110/2014	Lawson, Donna Jayne	In progress	FEMALE	1 / 2	15/06/2014	18/06/2014:14:18
<input type="checkbox"/>	5098/2014	Stefani, Patti	In progress	FEMALE		03/10/1969	18/06/2014:12:07

Alternatively you may way to search by the **Mother's Family Name** or the **Child's Date of Birth**.

To search by the **Mother's Family Name** enter the details into the space provided and click on refresh

Notice of Birth Statements

Submitted Drafts

Mother's Family Name

Child's Date of Birth

The results will be displayed like this:

Notice of Birth Statements

Submitted Drafts

Mother's Family Name

Child's Date of Birth

<input type="checkbox"/>	Notification Number	Mother's name	Status	Sex of child	Multiple Birth	Child's Date Of Birth	Submitted	Stakeholder	Author	View
<input type="checkbox"/>	5110/2014	Lawson, Donna Jayne	In progress	FEMALE	1 / 2	15/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths	<a href="#">view</a>
<input type="checkbox"/>	5109/2014	Lawson, Donna Jayne	In progress	MALE	2 / 2	15/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths	<a href="#">view</a>

To search by the **Child's Date of Birth** enter the details into the space provided and click on refresh

**Notice of Birth Statements**

Submitted Drafts

Mother's Family Name

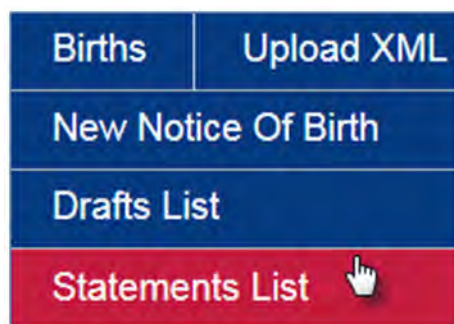
Child's Date of Birth

The results will be displayed like this:

<input type="checkbox"/>	<u>Notification Number</u>	<u>Mother's name</u>	<u>Status</u>	<u>Sex of child</u>	<u>Multiple Birth</u>	<u>Child's Date Of Birth</u>	<u>Submitted</u>	<u>Stakeholder</u>	<u>Author</u>	<u>View</u>
<input type="checkbox"/>	5111/2014	Sampson, Kerry Anne	In progress	MALE		13/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths	<a href="#">view</a>

## 13 Printing

To print a submitted Notice of Birth from your Statements List folder click on **Births / Statements List**.



Your Statements list folder will display all records that have been submitted by your or from your facility / hospital

<input type="checkbox"/>	Notification Number	Mother's name	Status	Sex of child	Multiple Birth	Child's Date Of Birth	Submitted	Stakeholder	Author	View
<input type="checkbox"/>	5111/2014	Sampson, Kerry Anne	In progress	MALE		13/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths	<a href="#">view</a>
<input type="checkbox"/>	5109/2014	Lawson, Donna Jayne	In progress	MALE	2 / 2	15/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths	<a href="#">view</a>
<input type="checkbox"/>	5110/2014	Lawson, Donna Jayne	In progress	FEMALE	1 / 2	15/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths	<a href="#">view</a>
<input type="checkbox"/>	5098/2014	Stefani, Patti	In progress	FEMALE		03/10/1969	18/06/2014 12:07	Auburn Hospital	ebirths	<a href="#">view</a>

Check the box next to the record you want to print, and then click **Print**  
 The next page will show which documents have been selected to print.

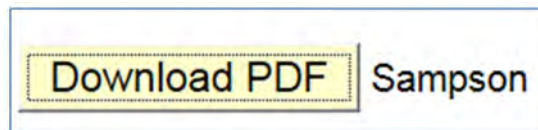
Notification Number	Mother's name	Status	Sex of child	Multiple Birth	Child's Date Of Birth	Submitted	Stakeholder	Author
5111/2014	Sampson, Kerry Anne	In progress	MALE		13/06/2014	18/06/2014 14:18	Auburn Hospital	ebirths

Select documents to be generated for printing

Summary

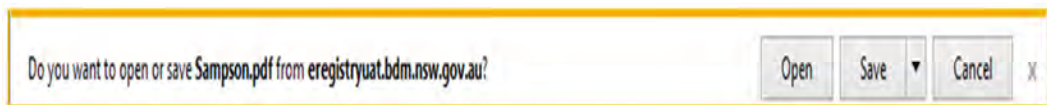
Generate Selected Documents for Printing

- Check the summary box
- Click on Generate Selected Documents for Printing and a Print Summary page will be displayed like this:



Click on

Your computer will then display



- Select Open and a PDF file will open in another window – you can print from this page, or
- Select Save and you will be prompted to choose a place to save the document onto your network or computer.

**Note:** The process of printing copies of notifications from the Drafts folder and Submitted folder are the same.

## 14 XML Schema

You can use the bulk upload functionality. Users are required to create a file based on an XML schema. You can obtain a copy of the schema by logging onto eRegistry.

Click on **Upload XML / XML schema** or by contacting the LifeLink Support Unit [registry\\_support@agd.nsw.gov.au](mailto:registry_support@agd.nsw.gov.au)

If you are using the bulk upload option, you must create an XML file according to the LifeLink Schema.

### 14.1 XML Schema Specifications

To see the XML schema format simply click on the hyperlink

File should be valid against this [XML schema](#)

The schema will then be displayed. An example of the schema displayed below:

```
<?xml version="1.0" encoding="UTF-8" ?>
<!--
    This schema defines the set of documents that will be accepted as
    birth notifications by the NSW Registry of Births, Deaths and Marriages.
-->
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema" version="1.0"
  xmlns="http://www.nsw.gov.au/namespace/agency/Attorney_Generals_Department/Registry"
  targetNamespace="http://www.nsw.gov.au/namespace/agency/Attorney_Generals_Department"
  elementFormDefault="qualified">
  <!--
    Machine readable documentation.
  -->
  <xs:annotation>
    <xs:documentation xml:lang="en">This schema defines the set of documents that
    will be accepted as birth notifications by the NSW Registry of Births, Deaths and
    Marriages.</xs:documentation>
  </xs:annotation>
  <!--
    The top level element, <BirthRecords>. This directly contains only
    one sub-
    element, <BirthTable>.
  -->
</xs:schema>
```

**Please Note:** The Registry does not provide a file template for this method of upload. If you intend to use bulk upload, you will need to create your file in the correct XML format as shown. If the file is not formatted correctly, your data will not load into LifeLink.

## 14.2 XML File upload method

From the main menu, click on **Upload XML**



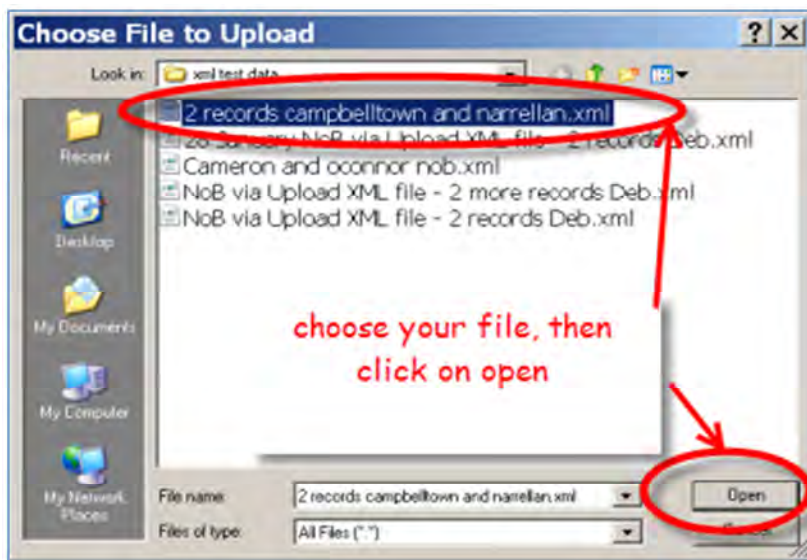


This screen will be displayed



Click on **Browse** to choose a file to load from your network or computer's directory.

Choose a file from your computer / network, then click on **open** in the pop up box



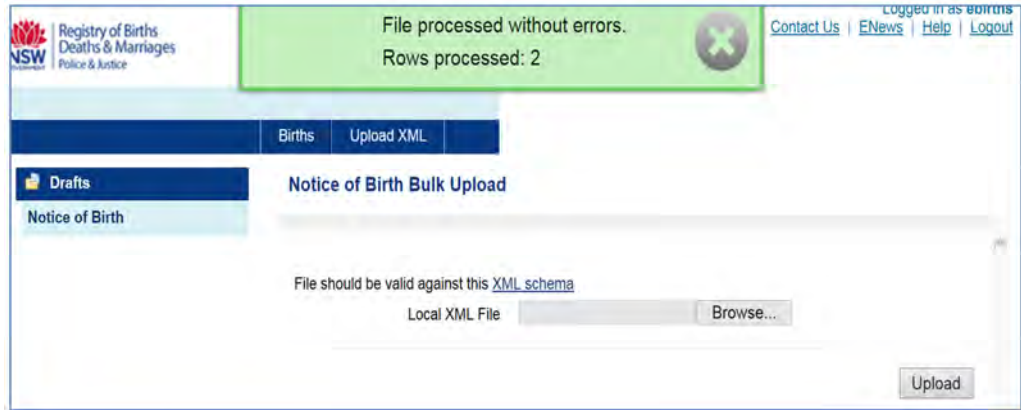
Once the file you want is showing in the **Load XML file** field, click on the **Upload** button.



LifeLink will perform validation checks to ensure that the data meets business rules.

### 14.3 Successful XML Load

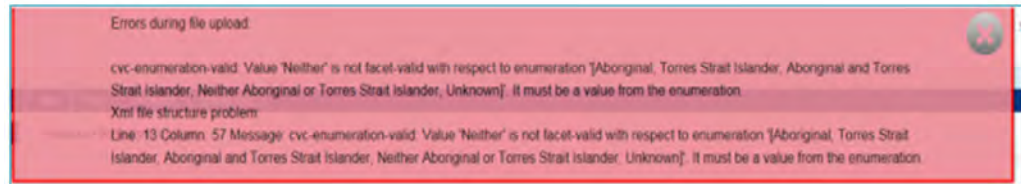
If the load is successful, a message displays at the top of the screen in green. The message indicates that the file was processed without errors. The message will also show how many records were uploaded.



- Successfully processed records will be loaded into your drafts folder.
- You will be able to submit all bulk uploaded records by following the steps in section 12. **Submit eNotice of Birth.**

### 14.4 Unsuccessful XML load:

An error message will display as shown. The message will show in a red banner at the top of the screen.



**NB:** If you get an error message, you will need correct the record/s. Once you have corrected the file, you will need to submit all records again.

## 15 References

*Births, Deaths and Marriages Registration Act 1995*

(End)

## 16 Document information

---

<b>Title:</b>	PRO 319 eRegistry - eNotice of Birth
<b>Business Centre:</b>	NSW Registry of Births Deaths & Marriages
<b>Author:</b>	LifeLink Project
<b>Division:</b>	LifeLink Support Group
<b>Approver:</b>	Registrar
<b>Date of Effect:</b>	22 June 2014
<b>Next Review Date:</b>	22 June 2015
<b>File Reference:</b>	
<b>Key Words:</b>	Search, Notice of Birth, eBirth, eRegistry, Midwives, Hospital staff
<b>Distribution:</b>	Internet

---

## 17 Document history

---

<b>Version</b>	<b>Date</b>	<b>Reason for Amendment</b>
1	22/06/2014	New Procedure Guide

---