
PRO 318 eRegistry - eDeath Registration Statement

This document provides work instructions to funeral directors for creating a new Death Registration Statement using eRegistry, for a Death 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 deceased person:

- Funeral Directors
- University Anatomy Department staff

The above people should have knowledge of the following;

- Understanding of Section 41 of the *Births Deaths & Marriages Registration Act 1995* and Sections 12 through 15 of the *Births, Deaths and Marriages Regulation 2011*.
- 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 Death Registration Statement is one of two required notifications within LifeLink, which the Registry uses to create a Death Registration.

LifeLink attempts to match the Death Registration Statement and the Cause of Death when both have been provided to the Registry. A match creates a Death Registration (DR) automatically.

This procedure details how an authorised person can prepare and submit a Death Registration Statement and an application for a Death Certificate, to the NSW Registry of Births Deaths & Marriages using eRegistry.

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Ensure you have the latest version before using this document.

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1 Scope

The scope of this document contains the following;

- Creating an eDeath Registration Statement within eRegistry
- Creating an eApplication for a Death Certificate

This document does not contain the following;

- User login details for eRegistry
- Creating an eDeath Registration Statement notification within LifeLink
- Creating a Cause of Death and the creation of a Death Registration in LifeLink
- All other procedures and processes completed by the Registry of Births, Deaths and Marriages

2 Purpose

This document provides work instructions for creating a new Death Registration Statement using the eRegistry component of LifeLink. It describes the eRegistry system's use as well as related manual tasks and procedures.

This document describes the process to send electronic information to the NSW Registry of Births, Deaths & Marriages.

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 Death Registration Statement information will be loaded directly into the Registry's LifeLink system.

When a person dies in NSW, a Death Registration Statement must be submitted to the NSW Registry of Births, Deaths & Marriages.

Risks of not submitting a Death Registration Statement to the NSW Registry of Births, Deaths & Marriages is that the person's Death Registration is unable to be created and the person's death will not be recorded within NSW.

3 Definitions

“**Cause of Death**” means the medical certificate issued by a doctor, or a Coroner’s order confirming a death. This is data entered by Registry staff to create a Cause of Death Notification.

"**Child**" means any issue of the deceased, 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.

“**Coroner**” is an official tasked with certifying deaths reported to the government

“**Death Registration Statement (DRS)**” means the information of the deceased as provided to the Registry by a funeral director

“**Death Registration (DR)**” means the details of the deceased as recorded in the NSW Register

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

“**Mandatory**” means that this information must be provided

“Notification” means a Death Registration Statement or a Cause of Death – the two records that are matched to create a Death Registration

"**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 a notification to the NSW Registry of Births Deaths & Marriages. E.g. funeral director, medical practitioner, coroner.

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

"State" includes a Territory.

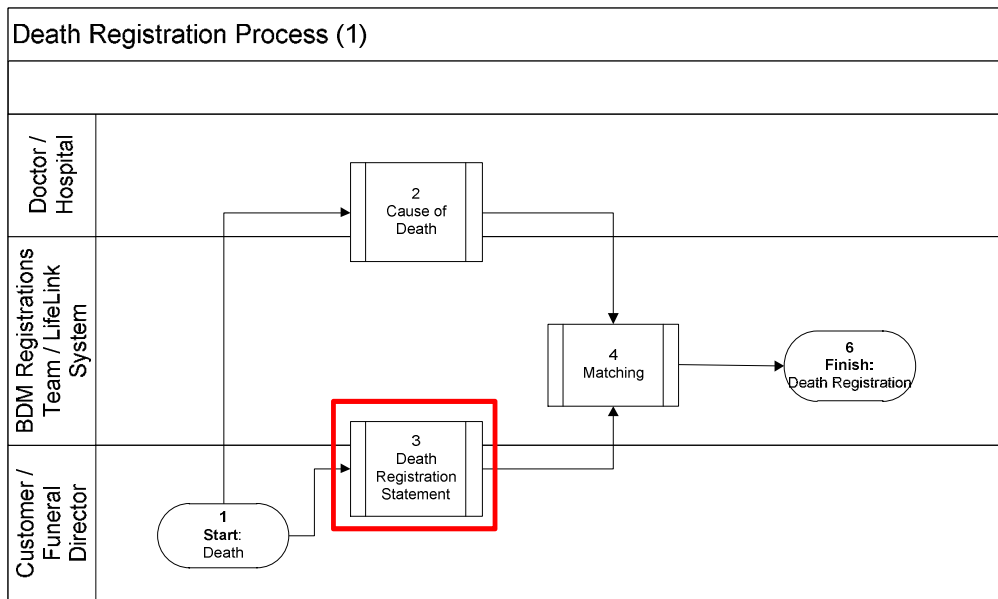
"Stillbirth" means the birth of a stillborn child.

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

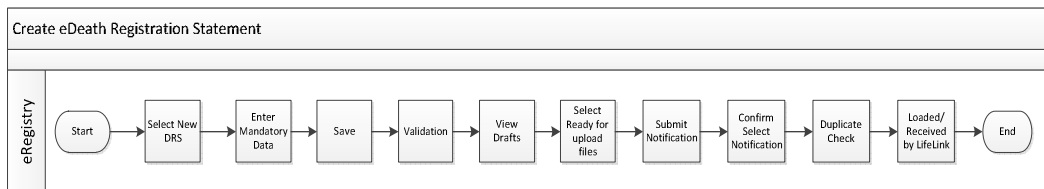
- (a) is of at least 20 weeks' gestation, or
- (b) if it cannot be reliably established whether the period of gestation is more or less than 20 weeks, has a body mass of at least 400 grams at birth.

4 High Level Process

The Death Registration process is represented at a very high level in the following diagram:



The create Death Registration Statement (DRS) process is highlighted. The DRS is generally submitted to the Registry electronically and is automatically created in LifeLink. This process is represented in more detail, as follows:



5 Legislation

These procedures cover all of the requirements relating to Division 7 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 Death Registration Statement Checklist

To complete an eDeath Registration Statement the following is required:

- A login ID and password are required to access the eRegistry component of LifeLink.
- You have a Death Registration Statement that has had all mandatory fields completed by the informant.
- You have a Medical Certificate or Coroner's Disposal Order certifying that the subject is deceased.

Note:

As soon as you receive a Cause of Death form you should send this to BDM.

If the deceased is a stillborn child a DRS is not required, however you must send the Perinatal Report (Medical Certificate of Perinatal Death) to the Registry.

7 Characters used in eRegistry and LifeLink

The Registry only accepts English alphabetical characters. Diacritical marks are not used. 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

Some examples of diacritical marks than **cannot** be used in LifeLink

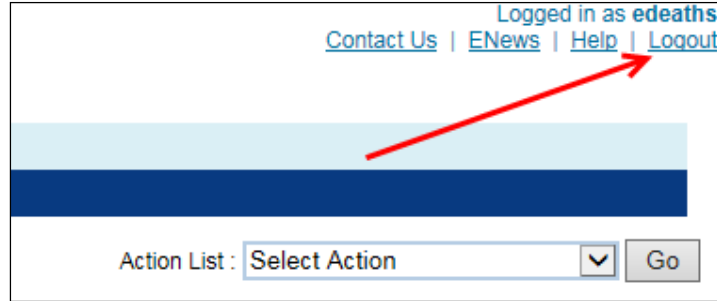
acute	á Á	dot	ž Ž
bar	đ Đ	double acute	ő Ő
breve	ā Ā	grave	à À
caron (hacek)	č Č	macron	ā Ā
cedilla	ç Ç	ogonek	ą Ą
circumflex	â Â	ring (krouzek)	ř Ř
comma	ş Ş	slash	ø Ø
diacresis (umlaut)	ö Ö	tilde	ñ Ñ

8 Log in to eRegistry

Log in via the URL and with the username and password provided.

When the username is connected to more than one business, the eRegistry will provide a list of Funeral Directors to choose from, to enter death information for.

To log out at any time choose the Logout link in the top right of the screen.

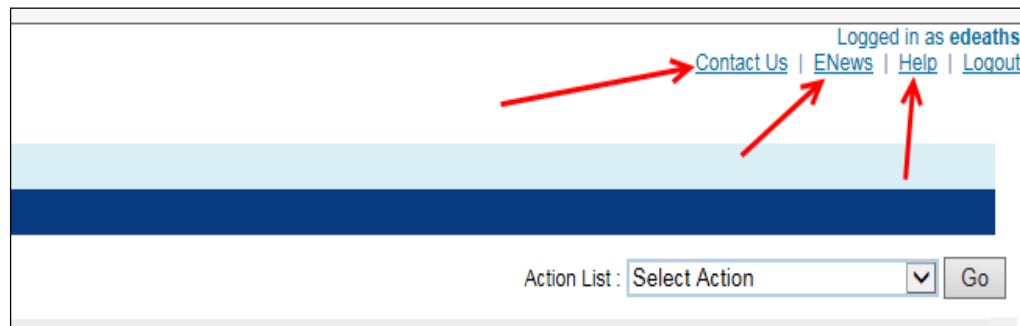


9 Screen Functions

Contact Us - The Registry's contact details can be viewed by selecting the Contact Us link as shown below.

eNews - The latest information bulletin can be viewed by selecting the eNews link.

Help - Selecting the Help link will launch a .pdf version of this procedure



document.

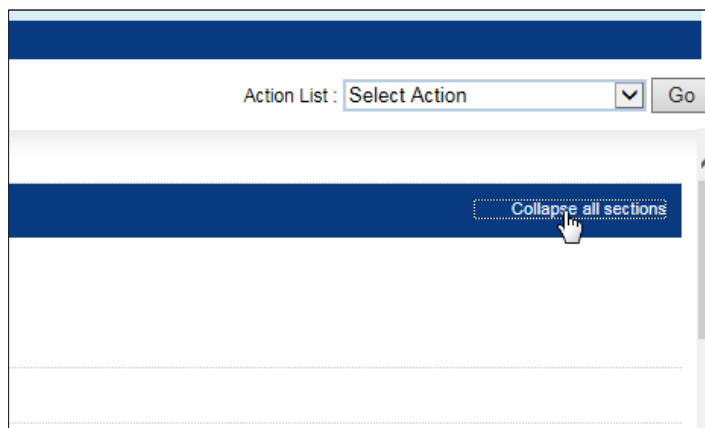
Widget

The widget allows the user easier navigation through the data entry process and moving between pages in eRegistry. Selecting a section name from the widget when in a **Death Registration Statement** will result in being taken to that section.



Expand and Collapse Sections

Collapse all sections by selecting **Collapse all sections**, found at the top of each section. Likewise, once one or more sections are collapsed, there is the option to **Expand all sections**.



Sections can be collapsed or expanded on an individual basis by selecting the section title:

Mandatory Fields

Mandatory fields can be identified by a (*) at the end of the field name. An example is shown below;

10 Create a new eDeath Registration Statement

From the menu select the Deaths > New Death Registration Statement options as shown next.

A blank **eDeath Registration Statement** screen is displayed for you to begin entering details.

Note:

Documents may not be attached to a record until it is saved.

On the bottom right of every section of the DRS are three buttons:

These can be selected at any time:

View errors: will perform business rule validations on the the record and take you to the 'View Errors' screen.

Save: will save the DRS in its current form, the record will be able to be selected from the 'Drafts' menu

Discard: will discard any changes made since the last save.

10.1 Completing a DRS in eRegistry

Deceased's Details

The **Deceased's Details** is the first section that will need to be completed. An example is shown next.

Death Registration Statement	
Deceased's Details	
Name	
Family Name	Williams <input type="text"/>
Family Name at Birth	Jones <input type="text"/>
First Given Name	Susan <input type="text"/>
Other Given Name(s)	Daphne <input type="text"/>
Sex	FEMALE <input type="text"/>
Relevant Dates	
Date of Death Type	On <input type="text"/>
Date of Death	15 02 2014 <input type="text"/>
Date of Birth	01 08 1946 <input type="text"/>
Age	67 Years <input type="text"/>
Place of Death	
Did Death Occur in a NSW Hospital or Nursing Home?	Yes <input type="text"/>
Hospital/Nursing Home Name	Westmead Hospital <input type="text"/>
Suburb / Town / City	Westmead <input type="text"/>
Usual Residential Address	
Country	Australia <input type="text"/>
Address Line 1	1 Kirribilli Avenue <input type="text"/>

In this section all of the primary information about the deceased is to be completed.

10.1.1 Deceased's Name

Name : This includes not only the current name of the deceased but that name under which they were born. This information will not appear on the certificate but is essential for forming family connections with Registry data.

Always capitalise:

The first letter of the **Family Name**

The first letter of the **Family Name at Birth**

The first letter of the **First Given Name**

The first letter of any **Other Given Names**

Name	
Remember:	Family Name * Von Haast
Capitalize the first letter of the Family Name.	Family Name at Birth * Von Haast
Capitalize the first letter of the given name.	First Given Name * Julies
	Other Given Name(s) Franz
	Sex * MALE

If any mandatory name details are not known please enter 'Unknown' in the field.

Sex should be the sex of the deceased at the time of death.

10.2 Relevant Dates

Select the date of death type as stated by the Coroner or Medical Practitioner.

This will determine which data entry fields are displayed.

Relevant Dates	
Date of Death Type	On
Date of Death	On
Date of Birth	Unknown
Age	Age

Relevant Dates: these are the Date of Death (or Dates if the coroner has determined a range) and Date of Birth. Age will be autocalculated from these fields as in the below example:

Date of Birth	01	09	1972
Age	41	Years	▼

If there is only one date on the COD then choose 'On'.

If the single date has any qualifiers please choose the applicable one from the list as shown above.

If the date of death is given as a range please choose 'Between'.

10.3 Place of Death

Did Death occur in a NSW Hospital or Nursing Home? – Yes

Choose 'Yes' and then select the facility from the list. If the facility does not appear on the list, please choose No and enter the address or location details.

Select the name of the hospital or nursing home from the list then enter the suburb appropriate to the facility.

Death Registration Statement

Place of Death

Did Death Occur in a NSW Hospital or Nursing Home? Yes

Hospital/Nursing Home Name Please Select

Suburb / Town / City Please Select

Usual Residential Address

Country

Address Line 1

Address Line 2

Suburb / Town / City

State / Territory

Postcode

Place of Birth

Did Death Occur in a NSW Hospital or Nursing Home?

Armidale and New England Hospital
Auburn District Hospital
Auburn Hospital and Community Health Services
Ballina District Hospital
Bankstown - Lidcombe Hospital
Baradine District Hospital
Baradine Multi Purpose Service
Baringa Private Hospital
Batemans Bay District Hospital
Bathurst Base Hospital
Bega District Hospital
Bellingen District Hospital
Belmont Hospital
Blacktown Hospital (including Mt Druitt Hospital)
Blayney Hospital
Blue Mountains District Anzac Memorial Hospital
Boggabri District Hospital
Bombala District Hospital
Bombala Health Service

Did Death occur in a NSW Hospital or Nursing Home? – No

Please choose 'No' and enter the address or location details.

To record a place of death that has not occurred in a hospital or nursing home (or if the facility does not appear in the list) enter the location or the street address in the fields given. At least one of the Location or Address Line 1 fields must be entered, along with the Suburb field.

Place of Death	
Did Death Occur in a NSW Hospital or Nursing Home?	No
Location	
Country *	Australia
Address Line 1 *	
Address Line 2	
Suburb/Town/City *	
State/Territory *	NSW
Postcode *	

If the death occurred overseas but is being recorded in NSW this will require approval from the Registrar and will not be entered online by the Funeral Director. Please contact the Registry for advice on how to proceed.

10.4 Usual Residential Address

This should be the address at which the deceased usually resided prior to death and must be a residential address, P.O. Box numbers are not accepted.

10.4.1 Standard Australian Address

LifeLink defaults **Country** to **Australia** and **State / Territory** to **NSW**, but you can change 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)

Address	
Country	Australia
Address Line 1	Campbelltown District Hospital
Address Line 2	Therry Road
Suburb / Town / City	Campbelltown
State / Territory	NSW
Postcode	2008

Enter the address details using the Standard Australian Address format.

10.4.2 International Address

To enter an international address, select a different country from the **Country** field, as shown below.

Residential Address

Country

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

Residential Address

Country

International Address

10.5 Place of Birth

10.5.1 Born in Australia (Default):

- Enter the **Suburb / Town / City**
- Select the State (Defaulted to NSW) from the **State / Territory** drop down list.

Place of Birth

Country *

Suburb/Town/City *

State/Territory *

10.5.2 Born overseas:

- Select a country of birth from the drop down list.
- Enter the location of birth in the **Suburb / Town / City** field.

Place of Birth

Country *

Suburb/Town/City *

Note:

If born overseas the following **Period of Residency** section must be filled out.

10.6 Period of Residency

Period of Residency: Only the Year of Arrival is mandatory if place of birth is not Australia, but a day and month may be entered if known. The period of residency will auto calculate from this date and the Date of Death.

The following can be chosen from the drop down menu.

Period of Residency	
Date of Arrival in Australia	<input type="text"/>
Period of Residency in Australia	<input type="text"/>
Other Details	
Occupation *	<input type="text"/>
Main Occupation Activity	<input type="text"/>

Please Select

- Seconds
- Minutes
- Hours
- Days
- Weeks
- Months
- Years
- Unknown

Note:-

If the deceased was born in Australia the Period of Residency field will default to 'Life' and the field will not be able to be edited.

10.7 Other Details

Other Details	
Occupation *	<input type="text"/>
Main Occupation Activity	<input type="text"/>
Retired at Date of Death *	<input type="text" value="Please Select"/>
Pensioner at Date of Death *	<input type="text" value="Please Select"/>
Pension Type	<input type="text" value="Please Select"/>
Aboriginal or Torres Strait Islander Origin *	<input type="text" value="Please Select"/>

10.7.1 Occupation

Occupation should be the job or jobs that the deceased engaged in for the majority of their working life. You may enter free text but it will verify against a Sensitive Occupations list when the notification reaches LifeLink.

10.7.2 Main Occupation Activity

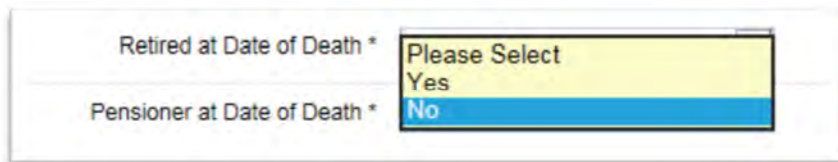
Main Occupation Activity is not mandatory but may be used to clarify or expand on the deceased's occupation.

10.7.3 Retired at Date Of Death

Retired at Date of Death asks whether the deceased was considered retired from normal working life.

10.7.4 Pensioner at Date of Death

Pensioner at Date of Death asks whether the deceased was the recipient of a pension, and Pension Type lists the categories of pension accepted by ABS.



Retired at Date of Death * Please Select
Yes
No

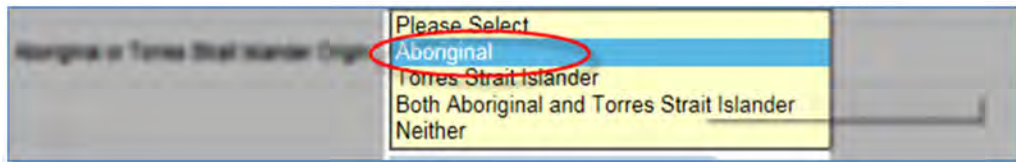
Pensioner at Date of Death * Please Select
Yes
No

10.7.5 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).

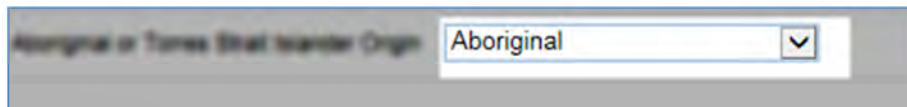
The data collected is used for statistical and planning purposes. The information does not appear on a death certificate.

Click on the down arrow and select the ATSI origin from the dropdown list, as shown:



Aboriginal or Torres Strait Islander Origin Please Select
Aboriginal
Torres Strait Islander
Both Aboriginal and Torres Strait Islander
Neither

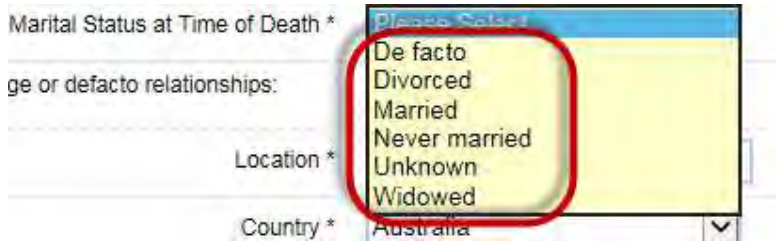
Once you have made your selection, it will appear in the field as shown.



Aboriginal or Torres Strait Islander Origin Aboriginal

10.8 Deceased Marriage Details

From the drop down choose the marital status of the deceased.

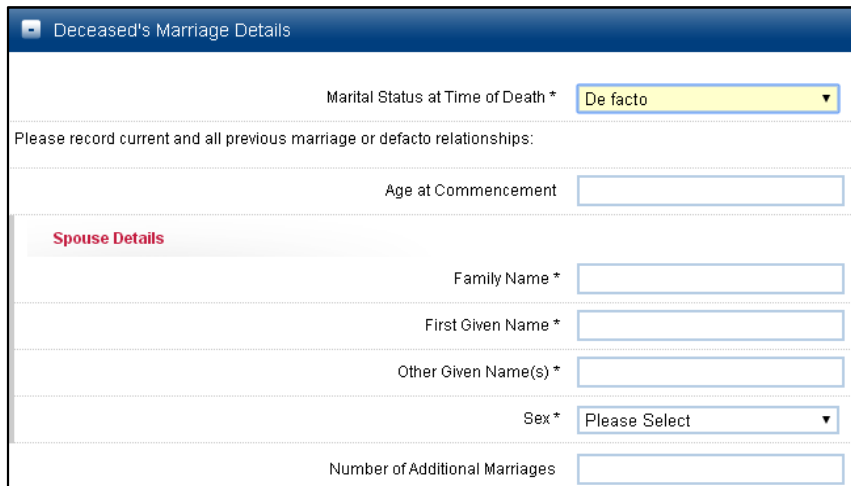


Marital Status at Time of Death *
Please record current and all previous marriage or defacto relationships:
Location *
Country * Australia

De facto
Divorced
Married
Never married
Unknown
Widowed

eRegistry will provide the required fields for the selection made.

10.8.1 De Facto



Deceased's Marriage Details

Marital Status at Time of Death * De facto

Please record current and all previous marriage or defacto relationships:

Age at Commencement

Spouse Details

Family Name *

First Given Name *

Other Given Name(s) *

Sex * Please Select

Number of Additional Marriages

Age of Commencement

Age at commencement is the age of the deceased when the relationship commenced.

Spouse Details

Complete the spouse details fields remembering to capitalise the first letter of the Family name, First Given Name and Other Given Names.

Number of Additional Marriages

To add additional marriages or de facto relationships refer to section '10.9 Adding Additional Marriages'.

10.8.2 Married / Divorced

The following fields are provided when 'Married' or 'Divorced' is chosen

Location of the Marriage Ceremony

Complete the following fields to record the location of the Marriage Ceremony:

Deceased's Marriage Details	
Marital Status at Time of Death *	Please Select
Please record current and all previous marriage or defacto relationships:	
Location	
Country *	Australia
Suburb/Town/City *	
State/Territory *	NSW
Age at Commencement	
Spouse Details	
Family Name *	
First Given Name *	
Other Given Name(s) *	
Sex *	Please Select
Number of Additional Marriages	

Ceremony within Australia

- Country
- Suburb/Town/City
- State/Territory

Marriage Details	
Type	MARRIED
Location	NSW Registry
Country *	Australia
Suburb/Town/City *	Chippendale
State/Territory *	NSW
Age at Commencement	24

Ceremony outside Australia

- Country
- Suburb/Town/City

Marriage Details	
Type	MARRIED
Location	Tower Bridge
Country *	United Kingdom
Suburb/Town/City *	London
Age at Commencement	32

Details of the Location may be entered but are non mandatory.

Age of Commencement

Age at commencement is for the age of the deceased when the relationship commenced.

Spouse Details

Complete the spouse details fields remembering to capitalise the first letter of the Family name, First Given Name and Other Given Names. **Number of Additional Marriages**

To add additional marriages or defacto relationships refer to section '10.9 Adding Additional Marriages'.

10.8.3 Never married

Choose 'Never Married' when the deceased has never been married or had a de facto relationship.

Deceased's Marriage Details	
Marital Status at Time of Death *	Never married
Please record current and all previous marriage or defacto relationships:	

10.8.4 Unknown

Choose 'Unknown' when unable to identify the relationship status of the deceased at the time of death.

Deceased's Marriage Details	
Marital Status at Time of Death *	Unknown
Please record current and all previous marriage or defacto relationships:	
Number of Additional Marriages	

If Marital Status at Time of Death is unknown you may still enter details of any known marriages or de facto relationships.

Number of Additional Marriages

To add additional marriages or defacto relationships that the deceased has had in refer to section '10.9 Adding Additional Marriages' below.

10.9 Adding additional marriages

Entering the number of relationships into the 'Additional Marriages' field provides a corresponding number of fields to record those details:

Number of Additional Marriages		<input type="text" value="1"/>
Marriage Details		
Type		<input type="text" value="Please Select"/>
Location *		<input type="text"/>
Country *		<input type="text" value="Australia"/>
Suburb/Town/City *		<input type="text"/>
State/Territory *		<input type="text" value="NSW"/>
Age at Commencement		<input type="text"/>
Spouse Details		
Family Name		<input type="text"/>
First Given Name		<input type="text"/>
Other Given Name(s)		<input type="text"/>
Sex		<input type="text" value="Please Select"/>

Select the relationship status from the drop down list:

Type	<input type="text" value="Please Select"/>
ation *	<input type="text"/>
untry *	<input type="text" value="Australia"/>

10.9.1 Choosing De Facto

Refer to Section '10.8.1 De Facto' to complete de facto relationship details fields

10.9.2 Choosing Divorced / Widowed / Separated / Married

Refer to Section '10.8.2 Married / Divorced' to complete the fields for the following marriage types;

- Divorced
- Widowed
- Married

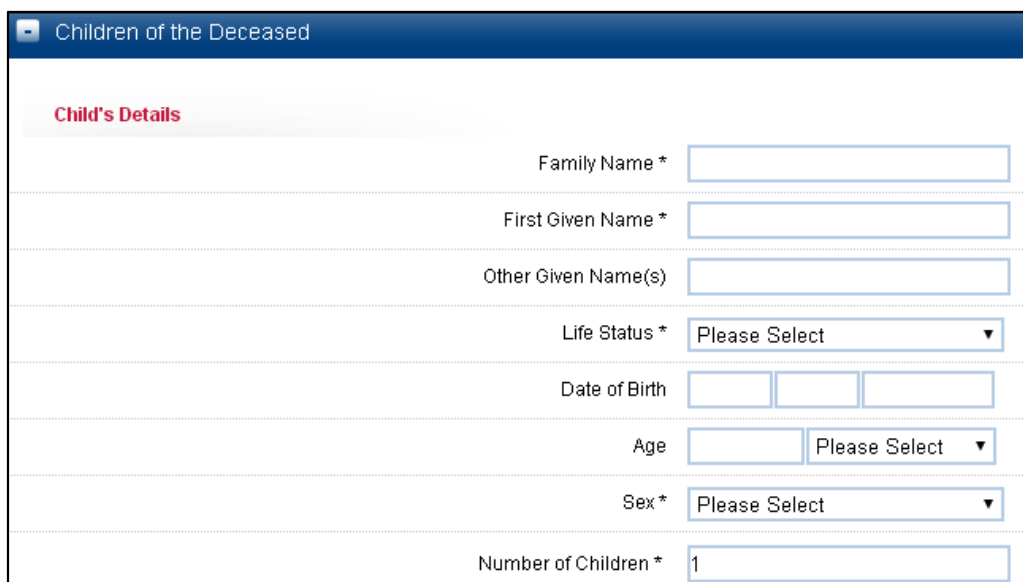
10.10 Entering number of children

Enter the number of children of the deceased in the 'Number of Children' field.



A screenshot of a web form titled "Children of the Deceased". The form has a blue header bar with the title. Below the header, there is a single text input field labeled "Number of Children *".

The following fields are provided by eRegistry to be completed for each of the children:



A screenshot of a web form titled "Children of the Deceased". The form has a blue header bar with the title. Below the header, there is a section titled "Child's Details" in red. The form contains several fields: "Family Name *", "First Given Name *", "Other Given Name(s)", "Life Status *" (a dropdown menu with "Please Select" selected), "Date of Birth" (three separate input boxes for day, month, and year), "Age" (an input box followed by a dropdown menu with "Please Select" selected), "Sex *" (a dropdown menu with "Please Select" selected), and "Number of Children *" (an input box with the value "1" entered).

10.10.1 Child's Details

Complete the child's details remembering to capitalise the first letter of the Family name, First Given Name and Other Given Names.

10.10.2 Life Status

Select the life status of the child at the time of death of the deceased from the drop down.

Life Status *	Please Select
Date of Birth	Alive
Age	Deceased
	Unknown
	Stillborn

10.11 Parents of Deceased

Add the deceased parent's details to the Death Registration Statement.

Parent One	
Parent Type *	MOTHER
Family Name *	
Family Name at Birth *	
Given Name *	
Other Given Names	
Sex *	FEMALE
Occupation *	
Main occupation activity	
Parent Two	
Parent Type *	FATHER
Family Name *	
Family Name at Birth *	
Given Name *	
Other Given Names	
Sex *	MALE
Occupation *	
Main occupation activity	

10.11.1 Parent type options for Parent 1 and Parent 2

The following options are available for parent type for both parents:

Parent Type *	MOTHER
Family Name *	Please Select
Family Name at Birth *	FATHER
	MOTHER
	PARENT

Note:

For Parent 1 always select Mother unless the parents of the deceased were in a same sex relationship.

10.11.2 Parent 1 and Parent 2 Details

Complete the parent 1 and parent 2 details fields remembering to capitalise the first letter of the Family name, First Given Name and Other Given Names.

10.11.3 Occupation

Occupation should be the job or jobs that the parents of the deceased engaged in for the majority of their working life. You may enter free text but it will verify against a Sensitive Occupations list when the notification reaches LifeLink.

10.11.4 Main Occupation Activity

Main Occupation Activity is not mandatory but may be used to clarify or expand on the deceased's parent's occupation.

10.12 Informants Details

Complete the details of the informant in the required fields as shown below:

Informant's Details	
Family Name *	<input type="text"/>
First Given Name *	<input type="text"/>
Other Given Name(s)	<input type="text"/>
Relationship To Subject *	<input type="text" value="Please Select"/>
Residential Address	
Country *	<input type="text" value="Australia"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb/Town/City *	<input type="text"/>
State/Territory *	<input type="text" value="NSW"/>
Postcode *	<input type="text"/>
Contact Details	
Contact Phone Number	<input type="text"/>
Email Address	<input type="text"/>

10.12.1 Informant Details

Complete the Informant Details details fields with the first letter of the Family name, First Given Name and Other Given Names being a capital.

10.12.2 Relationship to Subject

From the drop down list select the appropriate Relationship to the deceased, as shown in the sample below:

Relationship To Subject *	Please Select
	DAUGHTER
	EXECUTOR
	EXECUTRIX
Country *	FATHER
	GRANDDAUGHTER
Address Line 1 *	GRANDFATHER
	GRANDMOTHER
Address Line 2	GRANDSON
	GUARDIAN
Suburb/Town/City *	MOTHER
	NEPHEW
	NIECE
State/Territory *	PARENT
	SON
	STEP DAUGHTER

10.12.3 Address

To complete the address details refer to section '10.4 Usual Residential Address'. This must be a residential address; PO Box numbers are not accepted.

10.13 Type of Death certificate

The following options are able to be chosen for 'Type of Death Certificate'

Type of Death Certificate

Type of COD Certification *

Please Select

Please Select

MCCD

MCPD

Coroner

eMCCD

Disposal Details

The following are the definitions of the options

- **MCCD** – Medical Certificate Cause of Death
- **MCPD** – Medical Certificate of Perinatal Death (Still Born Children)
- **Coroner** – Coroner's Disposal Order (with or without cause of death)
- **eMCCD** – Electronic Medical Certificate Cause of Death

Note: The eMCCD system is not yet operational, pending Department of Health integration.

10.14 Disposal details

Enter the Date of Disposal and the method of disposal of the deceased body.



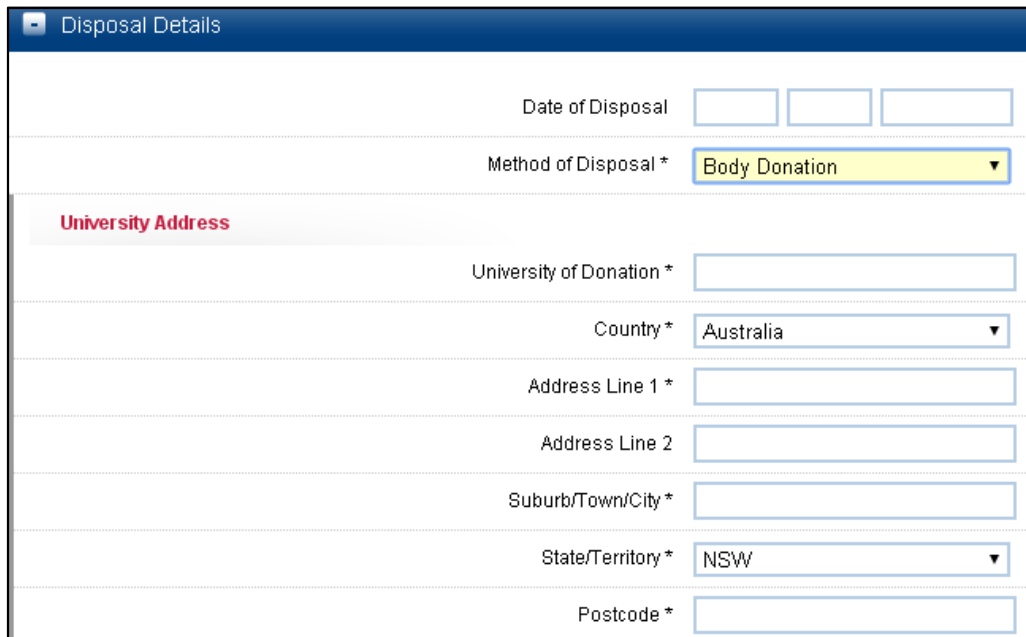
The screenshot shows a web form titled "Disposal Details". It contains a "Date of Disposal" field with three input boxes. Below it is a "Method of Disposal *" dropdown menu. The dropdown is open, showing a list of options: "Please Select", "Please Select", "Body Donation", "Body Not Recovered", "Buried", "Cremated", and "Repatriated". The "Body Donation" option is highlighted in blue. A red rounded rectangle highlights the dropdown menu.

The following fields are provided for the following 'Method of Disposal' options

10.14.1 Body Donation

Complete the university details and address.

To complete the address details refer to section '10.4 Usual Residential Address'.



The screenshot shows the "Disposal Details" form with "Body Donation" selected in the "Method of Disposal *" dropdown. Below this, a section titled "University Address" is expanded, showing several required fields: "University of Donation *", "Country *" (set to "Australia"), "Address Line 1 *", "Address Line 2", "Suburb/Town/City *", "State/Territory *" (set to "NSW"), and "Postcode *".

10.14.2 Body not recovered

Choose the 'No Body Found' check box to record the body was not recovered

Disposal Details	
Date of Disposal	<input type="text"/> <input type="text"/> <input type="text"/>
Method of Disposal *	Body Not Recovered ▼
No Body Found	<input type="checkbox"/>

10.14.3 Buried

Complete the Cemetery details and address. To complete the address details refer to section '10.4 Usual Residential Address'.

Disposal Details	
Date of Disposal	<input type="text"/> <input type="text"/> <input type="text"/>
Method of Disposal *	Buried ▼
Cemetery Address	
Cemetery of Disposal *	<input type="text"/>
Country *	Australia ▼
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb/Town/City *	<input type="text"/>
State/Territory *	NSW ▼
Postcode *	<input type="text"/>

10.14.4 Cremated

Complete the Crematorium details and address. To complete the address details refer to section '10.4 Usual Residential Address'.

Disposal Details	
Date of Disposal	<input type="text"/> <input type="text"/> <input type="text"/>
Method of Disposal *	Cremated ▼
Crematorium Address	
Crematorium of Disposal *	<input type="text"/>
Country *	Australia ▼
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb/Town/City *	<input type="text"/>
State/Territory *	NSW ▼
Postcode *	<input type="text"/>

10.14.5 Repatriated

Complete the repatriation details by adding the airport from which the remains are leaving Australia and Country where the deceased body is being transported to.

Disposal Details	
Date of Disposal	15 / 06 / 2014
Method of Disposal *	Repatriated ▼
Repatriation Details	
Airport of Delivery *	Kingsford Smith
Destination Country *	New Zealand ▼

10.15 Funeral Directors details

The next panel is the **Funeral Directors 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 Saving an eDeath Registration Statement**'.

11 Saving an eDeath Registration Statement

An eDeath Registration Statement can be saved at any time.

When not all the mandatory fields have been completed, or there are validation errors, the record will be saved as **'Incomplete'**.

The screenshot displays a web interface for a 'Death Registration Statement'. At the top left, a blue header reads 'Current Record'. Below it, the status 'Death Registration Statement' is shown, with the word 'Incomplete' circled in red. To the right, another blue header reads 'Death Registration Statement'. Below this, a 'Created date:' field is visible. A vertical menu on the left lists several sections: 'Deceased's Details', 'Deceased's Marriage Details', 'Children of the Deceased', 'Parents of Deceased', 'Informant's Details', 'Type of Death Certificate', 'Disposal Details', 'Funeral Director Details', and 'Related Documents'. On the right side, a blue header reads 'Deceased's Details', followed by a 'Name' field and several empty input lines. At the bottom right, a 'Relevant Dates' field is visible.

When all the mandatory fields have been completed and validation has passed, the record will be saved with the status of **'Ready to upload'**.

Current Record

Death Registration Statement

Ready For Upload

Created date: 12 / 06 / 2014

- Deceased's Details
- Deceased's Marriage Details
- Children of the Deceased
- Parents of Deceased
- Informant's Details
- Type of Death Certificate
- Disposal Details
- Funeral Director Details
- Related Documents

Deceased's Details

Name

Relevant Dates

To identify that the record has not been saved the created date will be blank, as shown in the screen shot below:

Current Record

Death Registration Statement

Incomplete

Created date:

- Deceased's Details
- Deceased's Marriage Details
- Children of the Deceased
- Parents of Deceased
- Informant's Details
- Type of Death Certificate
- Disposal Details
- Funeral Director Details
- Related Documents

Deceased's Details

Name

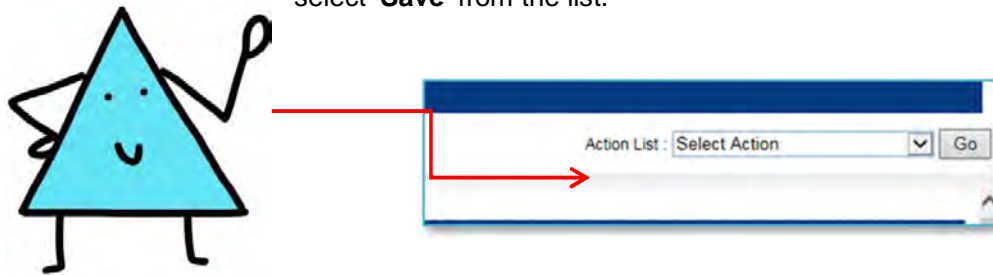
Relevant Dates

11.1 How to Save an eDeath Registration Statement

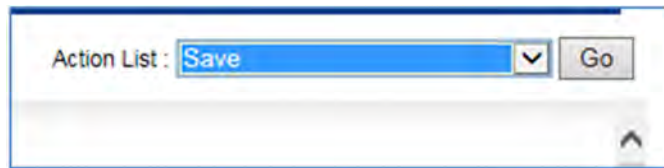
An eDeath Registration Statement can be saved at any time using the 'Save' button at the bottom right of every section of the form.

View Errors Save Discard

You may also save the eDeath Registration Statement via the Action List which is located on the top right hand side of your screen. Click on the down arrow to select '**Save**' from the list.



Choose the '**Go**' button.

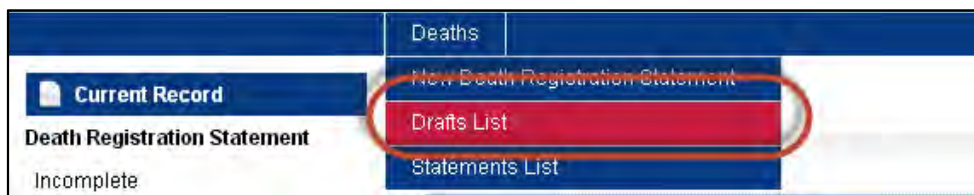


After saving, the eDeath Registration Statement, will have a date in the '**Created Date**' field as in the below screen shot.



11.2 Accessing a saved record

Click on **Deaths > Draft List** - the saved Death Registration Statements will be displayed.



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

Death Registration Statement Drafts

Online Drafts

Deceased's Family Name

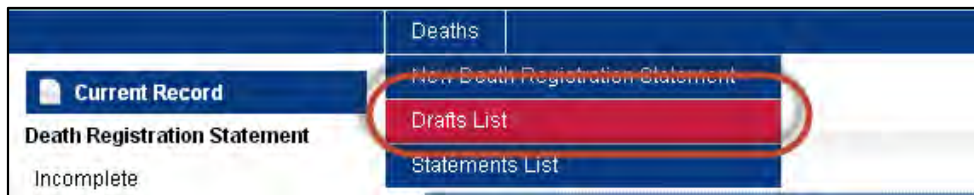
Date of Death

<input type="checkbox"/>	Deceased	Status	Created Date	Date of event	Application Linked	Stakeholder	Author	View
<input type="checkbox"/>	Brennan, John	Ready For Upload	12/06/2014 14:25	10/06/2014	N	Funeral director 1	edeaths	View
<input type="checkbox"/>		Incomplete	12/06/2014 10:49	03/04/2014	N	Funeral director 1	edeaths	View
<input type="checkbox"/>	Daley, Jacob	Ready For Upload	07/06/2014 14:06	07/05/2014	N	Funeral director 1	edeaths	View

11.3 Deleting a saved record

Records can only be deleted when they are in the Drafts folder and have not yet been submitted to the Registry.

To delete a record, begin by opening the Drafts folder. Click on **Deaths > Draft List**



The **Drafts** folder will display all records that have been saved for that Funeral Director.

Check the box next to the record that is required to be deleted:

Death Registration Statement Drafts

Online Drafts

Deceased's Family Name

Date of Death

<input type="checkbox"/>	Deceased	Status	Created Date	Date of event	Application Linked	Stakeholder	Author	View
<input type="checkbox"/>	Brennan, John	Ready For Upload	12/06/2014 14:25	10/06/2014	N	Funeral director 1	edeaths	View
<input checked="" type="checkbox"/>		Incomplete	12/06/2014 10:49	03/04/2014	N	Funeral director 1	edeaths	View
<input type="checkbox"/>	Daley, Jacob	Ready For Upload	07/06/2014 14:06	07/05/2014	N	Funeral director 1	edeaths	View
<input type="checkbox"/>	Doe, John	Incomplete	28/05/2014 14:12	30/02/2014	N	Funeral director 1	edeaths	View
<input type="checkbox"/>	Fool, March Pat	Incomplete	03/04/2014 11:28	03/03/2014	N	Funeral director 1	edeaths2	View
<input type="checkbox"/>	Cohle, Rustin John	Incomplete	03/03/2014 11:05	07/03/2012	Y	Funeral director 1	edeaths	View
<input type="checkbox"/>	Hart, Martin Harold	Incomplete	28/02/2014 15:52	01/03/2014	N	Funeral director 1	edeaths	View

Submit Delete Print

Choose the **Delete** button.

Death Registration Statement Drafts

Online Drafts

Deceased's Family Name

Date of Death

<input type="checkbox"/>	Deceased	Status	Created Date	Date of event
<input type="checkbox"/>	Brennan, John	Ready For Upload	12/06/2014 14:25	10/06/2014
<input checked="" type="checkbox"/>		Incomplete	12/06/2014 10:49	03/04/2014
<input type="checkbox"/>	Daley, Jacob	Ready For Upload	07/06/2014 14:06	07/05/2014
<input type="checkbox"/>	Doe, John	Incomplete	28/05/2014 14:12	30/02/2014
<input type="checkbox"/>	Fool, March Pat	Incomplete	03/04/2014 11:28	03/03/2014
<input type="checkbox"/>	Cohle, Rustin John	Incomplete	03/03/2014 11:05	07/03/2012
<input type="checkbox"/>	Hart, Martin Harold	Incomplete	28/02/2014 15:52	01/03/2014

Submit **Delete** Print

A confirmation page is displayed.

Choose submit to delete the chosen records or to go back choose **Deaths >Draft List**.

Death Registration Statement Drafts

Confirmation required

These notifications can be deleted:

Deceased	Created Date	Date of event	Stakeholder	Author
	12/06/2014 10:49	03/04/2014	Funeral director 1	edeaths

Submit

After submitting, the confirmation page displays the successfully deleted notifications.

Death Registration Statement Drafts

Submission Summary

Successfully deleted notifications

Deceased	Created Date	Date of event	Stakeholder	Author
	12/06/2014 10:49	03/04/2014	Funeral director 1	edeaths

[View Draft List](#)

12 Submit eDeath Registration Statement

Click on **Deaths / Drafts List** - to display the saved records.

	Deaths	
Current Record	New Death Registration Statement	
Death Registration Statement	Drafts List	
Incomplete	Statements List	

Records that are ready for upload will have the status **Ready for Upload** as in the below screen shot:

Death Registration Statement Drafts

Online Drafts

Deceased's Family Name

Date of Death

<input type="checkbox"/>	Deceased	Status	Created Date	Date of event
<input type="checkbox"/>	Doe, John	Incomplete	28/05/2014 14:12	30/02/2014
<input type="checkbox"/>	Cohle, Rustin John	Ready For Upload	03/03/2014 11:05	07/06/2014
<input type="checkbox"/>	Hart, Martin Harold	Ready For Upload	28/02/2014 15:52	01/06/2014

Check the box next to the files that are to be uploaded and then click on the submit button as shown:

Death Registration Statement Online Drafts

Deceased's Family Name

Date of Death

Check the box next to the records you wish to upload. Click the 'Submit' button to upload.

<input type="checkbox"/>	Deceased	Status	Created Date	Date of event
<input type="checkbox"/>	Doe, John	Incomplete	28/05/2014 14:12	30/02/2014
<input type="checkbox"/>	Cohle, Rustin John	Ready For Upload	03/03/2014 11:05	07/06/2014
<input checked="" type="checkbox"/>	Hart, Martin Harold	Ready For Upload	28/02/2014 15:52	01/06/2014

LifeLink will display a list of notifications that can be submitted.

Choose the **submit** button to submit the Death Registration Statement to the Registry

Death Registration Statement Drafts

Confirmation required

These notifications or applications can be submitted

Deceased	Created Date	Date of event
HART, Martin Harold	28/02/2014 15:52	01/06/2014

When the record has been submitted to the Registry, the **Submission Summary Page** will indicate the **'Successfully submitted notifications'**

Submission Summary		
Successfully submitted notifications		
Deceased	Created Date	Date of event
HART, Martin Harold	28/02/2014 15:52	01/06/2014
View Submitted List		

A new eDeath Registration Statement using the online method has successfully been created.

13 Printing

To print an **eDeath Registration Statement** choose **Deaths > Statements List** or **Deaths > Drafts List**.



Your **Statements List** will display all records that have been submitted for the current Funeral Director.

Check the box next to the record that is required to be printed:

Death Registration Statements					
Submitted Drafts					
Deceased's Family Name		<input type="text"/>			
Date of Death		<input type="text"/>			
<input checked="" type="checkbox"/>	Notification Number	Deceased	Status	Created Date	Date of event
<input checked="" type="checkbox"/>	5094/2014	Hart, Martin Harold	In progress	28/02/2014 15:52	01/06/2014
Print	Submit Application	Make Payment	Delete		

Choose the **'Print'** button:

Death Registration Statements

Submitted Drafts

Deceased's Family Name

Date of Death

<input checked="" type="checkbox"/>	Notification Number	Deceased	Status	Created Date	Date of event
<input checked="" type="checkbox"/>	5094/2014	Hart, Martin Harold	In progress	28/02/2014 15:52	01/06/2014

The next screen will show which documents have been selected to print:

Death Registration Statements

Print Documents

These notifications can be generated for print

Notification Number	Deceased	Status	Date of event	Created Date
5094/2014	Hart, Martin Harold	In progress	01/06/2014	28/02/2014 15:52

Select documents to be generated for printing

Summary

Select the summary check box:

Death Registration Statements

Print Documents

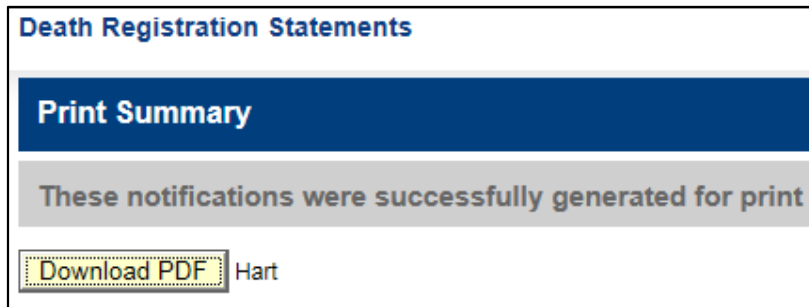
These notifications can be generated for print

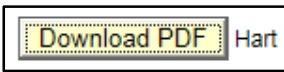
Notification Number	Deceased	Status	Date of event	Created Date
5094/2014	Hart, Martin Harold	In progress	01/06/2014	28/02/2014 15:52

Select documents to be generated for printing

Summary

Choose **'Generate Selected Documents for Printing'** and a Print Summary page is displayed:



Click on 

The below popup will display at the bottom of the screen



- Select Open and a PDF file will open in another window. **You may print from this page.**
- To save the document onto your network or computer, select Save.

Note:

The process of printing copies of notifications from the Drafts list and Statements list are the same.

14 Adding Documents to an eDeath Registration Statement

Documents can be added to an eDeath Registration Statement after the eDeath Registration Statement has been saved.

Before adding documents to the eDeath Registration Statement ensure that the documents have been scanned and saved to your computer.

Note: It is not mandatory for funeral directors to add documents to the DRS.

14.1 File types that can be attached

The only acceptable file types for document upload are:

- PDF
- JPEG
- TIFF

You are required to add each **Document Type** separately, that is, only one document can be uploaded at a time.

14.2 Adding Documents to a DRS

To add a document to a record the record must first be saved to the Draft List. Refer to section '11.2 Accessing a saved record'

Open the DRS and select **Add Document** from the **Action List** as shown:

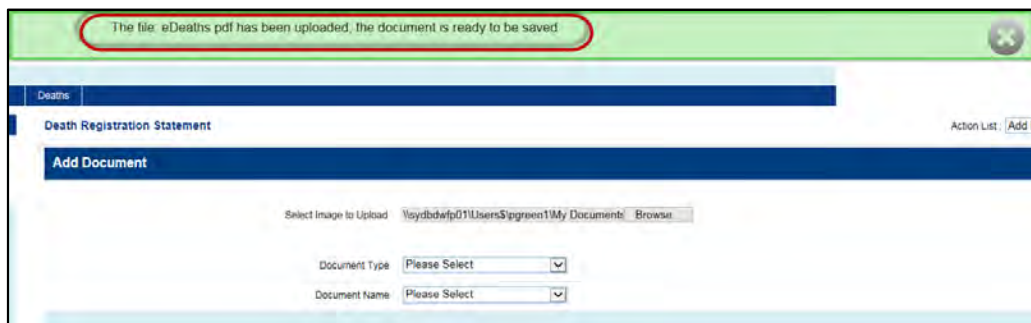


Choose 'Go' button and the **Add Document** page will be displayed.

Browse the PC folders and select the file that is to be attached. eRegistry will open the document for review in a new internet tab.

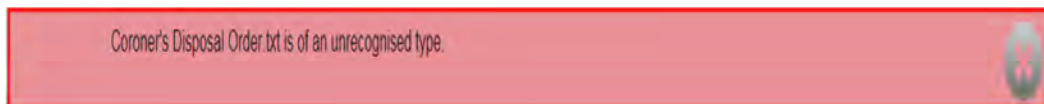
14.2.1 Successful Document upload

If upload was successful, the following message is displayed:



14.2.2 Unsuccessful Document upload

If upload was unsuccessful, the following message is displayed:



14.2.3 eRegistry Document Reference details.

After a successful Document upload, select from the drop down lists provided to specify the **Document Type** and **Document Name**.

A screenshot of the 'Document Type' and 'Document Name' dropdown menus. The 'Document Type' dropdown is set to 'Cause of Death'. The 'Document Name' dropdown is set to 'Medical Certificate Cause of [unclear]'. The dropdown menus are highlighted with a blue border.

14.2.4 Complete Attachment of Document

Choose the '**Save**' button to attach document to the eDeath Registration Statement Notification.

Select Image to Upload: \\BDMSMFP1\BDMSUsers\$\JConst2\Win2k10 Browse...

Document Type: Cause of Death

Document Name: Medical Certificate Cause of

Discard Save

Select 'Save' from the Action Menu to save your DRS with attached document(s) to the Drafts list.

Action List:

- Select Action
- Add Document
- Save

Go

14.3 View Related Documents

Click on Related Documents in the widget, this will display the **Attached Documents** screen with a list of documents that have been added to this notification, as shown next:

Current Record

Death Registration Statement

Incomplete

Created date: 15 / 06 / 2014

- Deceased's Details
- Deceased's Marriage Details
- Children of the Deceased
- Parents of Deceased
- Informant's Details
- Type of Death Certificate
- Disposal Details
- Funeral Director Details

Related Documents

Once selected you will be taken to the Attached Document screen

Document Name	Type	Origin	Status	Reason Code	View
Medical Certificate Cause of Death	Cause of Death	Incoming	Active		View

[Back To Form](#)

You may view the document you have attached at any time by selecting 'View', this will open the document in another window.

14.4 Discard documents

Documents attached to an eDeath Registration Statement are unable to be deleted.

15 eApplication for a Death Certificate

15.1 How do I request a certificate?

There are three stages at which a certificate can be requested:

- From the **Death Registration Statement Drafts** list
- From the **Submitted Statements** list

The **Request Certificate** functionality is available for a period of two (2) months from the date the Death Registration Statement is submitted to the Registry. After this period has passed the next of kin or estate will be required to submit their own certificate application.

15.1.1 Requesting a Certificate From Draft List

When viewing the **Death Registration Statement drafts** list, there is a **Request Certificate** link beside each draft that does not already have an application linked as shown next:



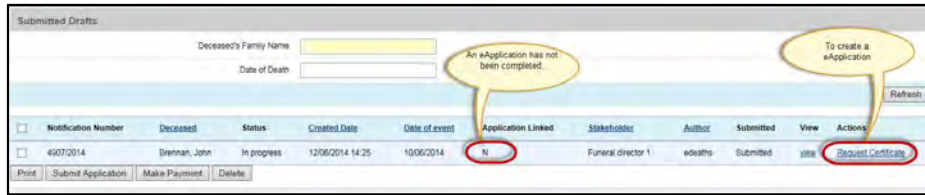
By selecting the **Request Certificate** link, you will be taken to **New Application**.

If a Death Registration Statement already has an application linked the Actions list will have the link 'Delete eApplication', as shown:

Author	View	Actions
edeaths	view	Request Certificate
edeaths	view	Delete eApplication
edeaths	view	Request Certificate

15.1.2 Requesting a Certificate from Statements List

When viewing the **Death Registration Statement submitted** list, there is a **Request Certificate** link beside each submitted Death Registration Statement as shown next:



By selecting the **Request Certification** link you will be taken to **New Application**.

15.2 Create a New Application

The eApplication form has 4 pages to complete:

- Application Details
- Product Specification
- Order Details (delivery address)

Validation ErrorsThe Application Details is shown below:

15.2.1 Product Details

The product Detail fields are described as following:

15.2.1.1 Product Code and Keyword

The **Product Code** and **Keyword fields** determine the behaviour of the application. Choose from the keyword drop down list the type of product that is required. eRegistry will populate the product code from the keyword selection and is unable to be edited (unless you alter the keyword).

The keyword field must be completed before proceeding.

Product Code	NDO
Keyword	<div style="border: 1px solid black; padding: 2px;"> Please Select Death Certificate - Ordinary </div>

15.2.1.2 Quantity of Certificates

Update the Quantity field for the number of certificates required.

Quantity	1
----------	---

15.2.1.3 Stakeholder

These fields will default as per your login details and cannot be changed.

Account Name	Funeral director 1
--------------	--------------------

15.2.1.4 Submitted with Notification

Choose **'Yes'** if this eApplication is to be submitted with the Death Registration Statement.

Choose **'No'** if the Death Registration Statement has already been submitted.

Submitted with Notification	<div style="border: 1px solid black; padding: 2px;"> Please Select Yes No </div>
-----------------------------	--

15.2.2 Product Specification

Select the **Product Template** as shown below and then select next:

Product Specification	
Certificate template	<div style="border: 1px solid black; padding: 2px;"> Please Select DR Certificate </div>
<input type="button" value="Previous"/> <input type="button" value="Add Extra"/> <input type="button" value="Next"/>	

The **Product Template** selected will determine the certificate template that will be printed.

Note:

Currently only one template can be selected for a product in eRegistry.

15.2.3 Applicant Postal Details and Deliver Address

The next screen to complete is the **Applicant Postal Details and Delivery Address**.

Order Details	
Applicant Postal Details	
Delivery Option	Registered Mail <input type="button" value="v"/>
Delivery address	
Copy From	Please Select <input type="button" value="v"/>
Family Name	<input type="text"/>
First Given Name	<input type="text"/>
Other Given Name(s)	<input type="text"/>
Company Name	<input type="text"/>
External Reference Number	<input type="text"/>
Country	Australia <input type="button" value="v"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb / Town / City	<input type="text"/>
State / Territory	NSW <input type="button" value="v"/>
Postcode	<input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

Some important fields are described as follows.

Delivery Options

Delivery Option: select the delivery option for the certificate from the drop down.

Multiple options are available as shown next:

- **Registered Mail** – Product will be sent via Registered Post through Australia Post. If this is selected a Delivery Address must be entered.
- **Collect** – The Certificate/s will be collected from a Registry office. If this is the selection, there will be no need to enter delivery details. **Note: This should only be selected in the case of Repatriation disposals.**
- **International Express Post** – If the certificate is to be posted to an address outside of Australia please select this option.

Applicant Postal Details	Delivery Option	<div style="border: 1px solid black; padding: 2px;"> Please Select International Express Post Collect Registered Mail </div>
---------------------------------	-----------------	---

15.3 Delivery Address

If the **Product** is to be posted there are two options to populate the address fields for the **Delivery Address**:

- If the **Product** is to be sent the the Funeral Director
- select **Copy From** and choose '**[User Name] – Applicant**' (see below example)

Delivery address	Copy From	<div style="border: 1px solid black; padding: 2px;"> Please Select Smith John - Applicant </div>
	Family Name	<input type="text"/>

- If the **Product** is to be sent to the next of kin or estate or a different address complete the delivery details in the delivery address fields

Fill in the mandatory fields, as indicated by an asterisks (e.g. Family Name*)

Choose the '**Next**' button to validate the eApplication.

15.4 Validation

eRegistry validates the **eApplication** to check it passes the Form Validation and Business Rules.

15.4.1 Validation errors

If the eApplication contains errors they are shown on the **Validation Errors** screen next:

New Application

Validation

Product Selected : NDO
Template Selected : DR Certificate
Delivery Option : Registered Mail

Validation Errors

Section	Field	Description
		Delivery Address First Given Name cannot be blank if Family Name is also blank.
		Delivery Address Family Name cannot be blank if First Given Name is also blank.

When Complete and Saved an Application can be Submitted.

15.4.2 Validation Successful

If the eApplication has no errors, the **Validation Errors** screen displays the following:

New Application

Validation

Product Selected : DD
Template Selected : DR Certificate
Delivery Option : Collect

Validation Errors

There are no validation errors in this Application

When Complete and Saved an Application can be Submitted.

Previous

15.5 Save eApplication

From the Validation screen the eApplication can be saved from two places:

- On the bottom right hand side of the screen choose the 'Save' button.
- From the **Action List** choose 'Save' from the drop down and choose the 'Go' button:

Action List : **Select Action**
Save

Go

Once the eApplication has been saved, the following message will appear:



The **Application Creation Date** will appear and the **Application Status** will also be generated in the widget as shown next:

New Application
 Created Date: 15 / 06 / 2014
 Application Number:
 Ready For Upload

- Application Details
- Product Specification
- Order Details
- Validation

[Related Documents](#)

Note:

Please note that the **Application Number** will not be generated until the eApplication is submitted to the Registry.

15.6 Viewing an eApplication

15.6.1 Viewing an eApplication from the Drafts List

If there is no eApplication linked to a Death Registration Statement **draft**, the **Application Linked** column will display an 'N'.

Death Registration Statement Drafts

Online Drafts

Deceased's Family Name

Date of Death

<input type="checkbox"/>	Deceased	Status	Created Date	Date of event	Application Linked
<input type="checkbox"/>	Ginger, Taryn	Ready For Upload	15/06/2014 14:31	01/06/2014	N

An eApplication has not been completed.

If an eApplication is linked to a Death Registration Statement, while in the **Death Registration Statement drafts** list a 'Y' will appear in the **Application Linked** column as shown next:

Death Registration Statement Drafts

Online Drafts

Deceased's Family Name

Date of Death

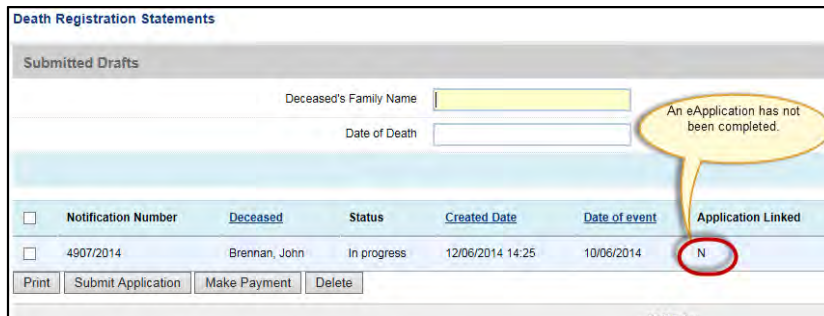
<input type="checkbox"/>	Deceased	Status	Created Date	Date of event	Application Linked
<input type="checkbox"/>	Ginger, Taryn	Ready For Upload	15/06/2014 14:31	01/06/2014	Y

An eApplication has been completed.

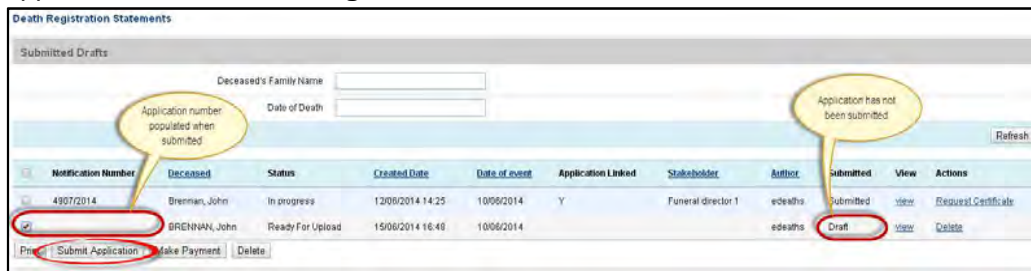
To view the eApplication in edit mode, select the 'Y' link under **Application Linked**.

15.6.2 Viewing an eApplication from the Statements list

If there is no eApplication linked to a submitted **Death Registration Statement** the **Application Linked** column will display a **N**.



If an eApplication is linked to a submitted **Death Registration Statement** a **Y** will appear in the **Application Linked** column. In addition, the eApplication will appear below the **Death Registration Statement**. This is shown next:



To view the eApplication, select the 'Y' link under Application Linked or the 'view' link on the eApplications row.

15.7 Editing your eApplication

An eApplication can be edited prior to submission.

To view and edit a the eApplication refer to section '15.6.1 Viewing an eApplication from Notification drafts'

Note:-

If the Product Code is to be changed a new eApplication is required.

Once an eApplication has been submitted to the Registry it cannot be edited.

15.8 How to Delete an eApplication

15.8.1 Deleting an eApplication from the Drafts List

If an eApplication has been linked to a **Death Registration Statement draft**, select the **Delete eApplication** link found at the end of the **Death Registration Statement** row as shown next:

Deceased	Status	Created Date	Date of event	Application Linked	State/territory	Author	View	Actions
GINGER, Taryn	Ready For Upload	15/06/2014 14:31	01/06/2014	Y	Funeral director 1	edeaths	view	Delete eApplication
Daley, Jacob	Ready For Upload	07/06/2014 14:06	07/05/2014	N	Funeral director 1	edeaths	view	Request Drafts

The **Confirmation Required** page will display. If the correct eApplication is listed, select the **Submit** button

Deceased	Created Date	Date of event
GINGER, Taryn	15/06/2014 16:12	01/06/2014

Submit

The **Submission Summary** will then be displayed to advise whether the **eApplication** was deleted successfully as shown next:

Deceased	Created Date	Date of event
GINGER, Taryn	15/06/2014 16:12	01/06/2014

View Draft List

From here you have the option to return to the **Death Registration Statement drafts** list by selecting the **View Draft List** button.

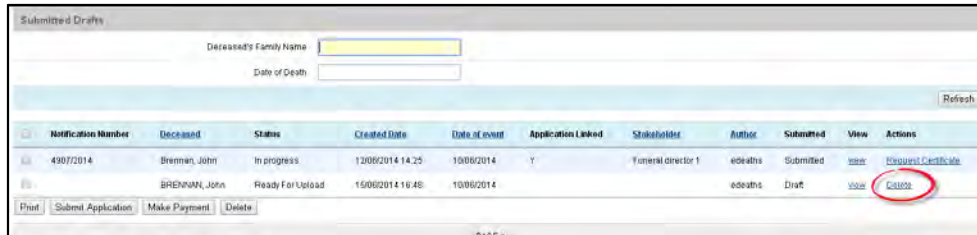
15.8.2 Deleting an eApplication from the Statements list

An eApplication that has been linked to a submitted **Death Registration Statement** can have one of three **submitted/Paid** status:

- The eApplication has been linked but has not yet been submitted, and therefore has not been paid,
- The eApplication has been linked and submitted, but is yet to be paid, and
- The eApplication has been linked, submitted and paid.

15.8.2.1 eApplication that has not been submitted

A linked eApplication that has not yet been submitted to the Registry will have 'Draft' in the **Submitted** column. To delete these eApplications, select the **Delete** link as shown next:



Notification Number	Deceased	Status	Created Date	Date of event	Application Linked	Stakeholder	Author	Submitted	View	Actions
43072014	Brennan, John	In progress	12/06/2014 14:25	10/06/2014	Y	Federal director 1	edeaths	Submitted	View	Request Certificate
	BRENNAN, John	Ready For Upload	15/06/2014 18:48	10/06/2014			edeaths	Draft	View	Delete

15.8.2.2 eApplication that has been submitted

A linked eApplication that has been submitted, regardless of payment cannot be deleted. To cancel an unpaid eApplication, or cancel an eApplication and request a refund, please contact the Registry

Note:

A Death Registration Statement and eApplication cannot be modified once it has been submitted to the Registry

15.9 Submitting eApplications

An eApplication can be submitted to the Registry at two stages:

- If an eApplication is linked to a **Death Registration Statement draft** when submitted, both the DRS and eApplication are submitted, or
- If an eApplication is linked to a submitted Death Registration Statement from the **Submitted Death Registration Statement** list, the eApplication will need to be submitted manually

15.9.1 Submitting an eApplication from the Submitted Death Registration Statement List

When a certificate has been requested for a submitted Death Registration Statement, the eApplication does not automatically submit to the Registry. You will note that the eApplication does not list anything under **Notification Number** prior to submission to the Registry.

To submit an eApplication select the check box for the eApplication. To submit multiple eApplications, select all relevant check boxes.

Once the appropriate eApplications have been checked, select the **Submit Application** button, found at the base of the list as shown below:

Death Registration Statements

Submitted Drafts

Deceased's Family Name

Date of Death

Application number populated when submitted

Application has not been submitted

Notification Number	Deceased	Status	Created Date	Date of event	Application Linked	Stakeholder	Author	Submitted	View	Actions
4907/2014	Brennan, John	In progress	12/09/2014 14:25	10/06/2014	Y	Funeral director 1	edeaths	Submitted	view	Request Certificate
<input checked="" type="checkbox"/>	BRENNAN, John	Ready For Upload	15/06/2014 16:48	10/06/2014			edeaths	Draft	view	Delete

Submit Application Make Payment Delete

Once **Submit Application** has been selected the **Confirmation Required** page will be displayed listing all the selected eApplications. If the correct eApplications are displaying select **Submit**.

Death Registration Statements

Confirmation required

These notifications or applications can be submitted

Deceased	Created Date	Date of event
BRENNAN, John	15/06/2014 16:48	10/06/2014

Choose Submit to send to Registry

Submit

The **Submission Summary** will then be displayed to advise that the submission was successful.

There will be an option to **View Submitted List**, which will return you to the **Submitted Notification** list, or **Make Payment** – See step 15.9.2 for **Make Payment**.

NOTE:

You **MUST** complete the 'Make Payment' process to receive a certificate.

Death Registration Statements

Submission Summary

Successfully submitted notifications

Deceased	Created Date	Date of event
BRENNAN, John	15/06/2014 16:48	10/06/2014

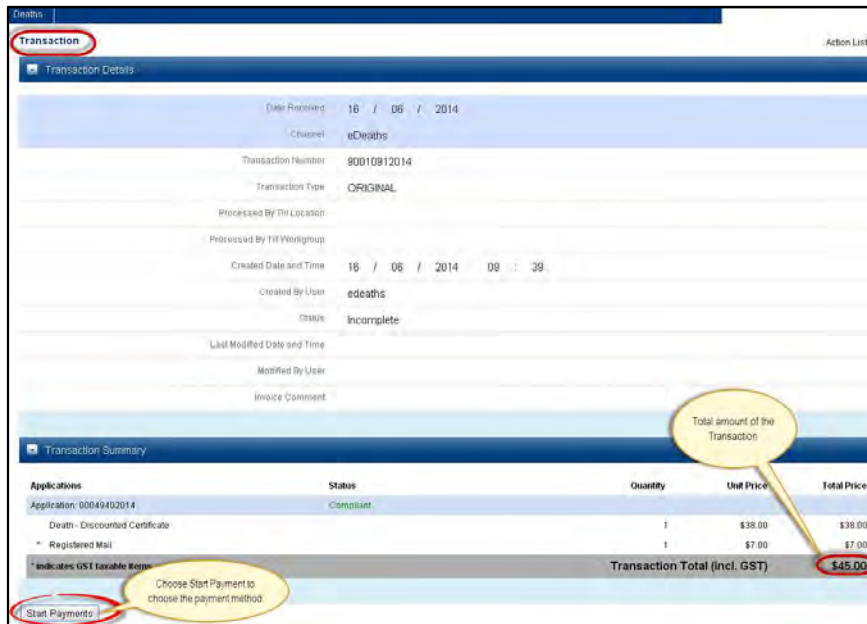
View Submitted List

Make Payment

Choose Make Payment to pay for application

15.9.2 Make Payment

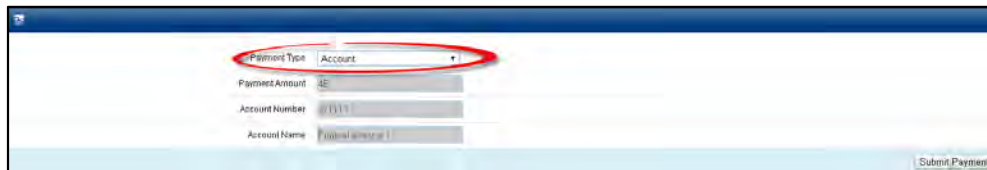
Select make payment and the transaction screen is displayed.



Payment method will display at the bottom of the transaction screen when the 'Start Payments' button has been chosen

15.9.2.1 Account Payment method

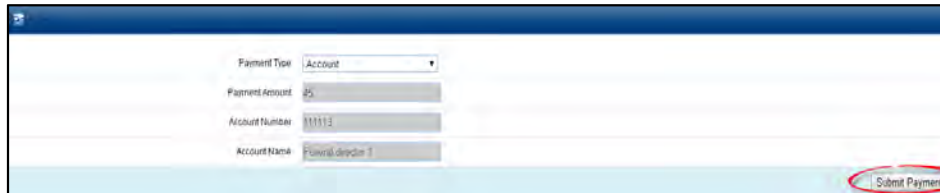
If the funeral director has an account with NSW Registry of Birth Death & Marriages the payment type will be account



NOTE:

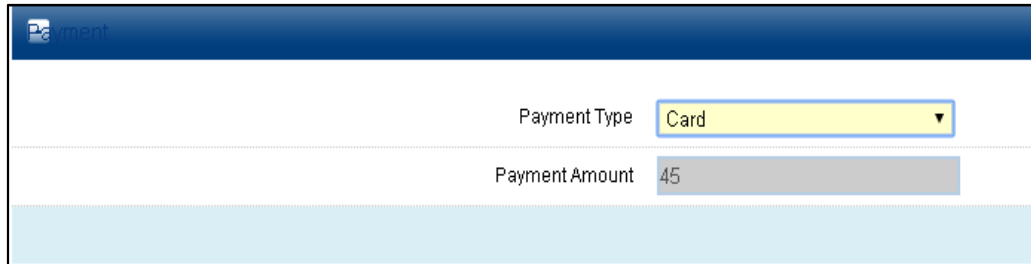
Account details are prepopulated from funeral director's Stakeholder Details.

Choose the 'Submit Payment' button to complete the application process



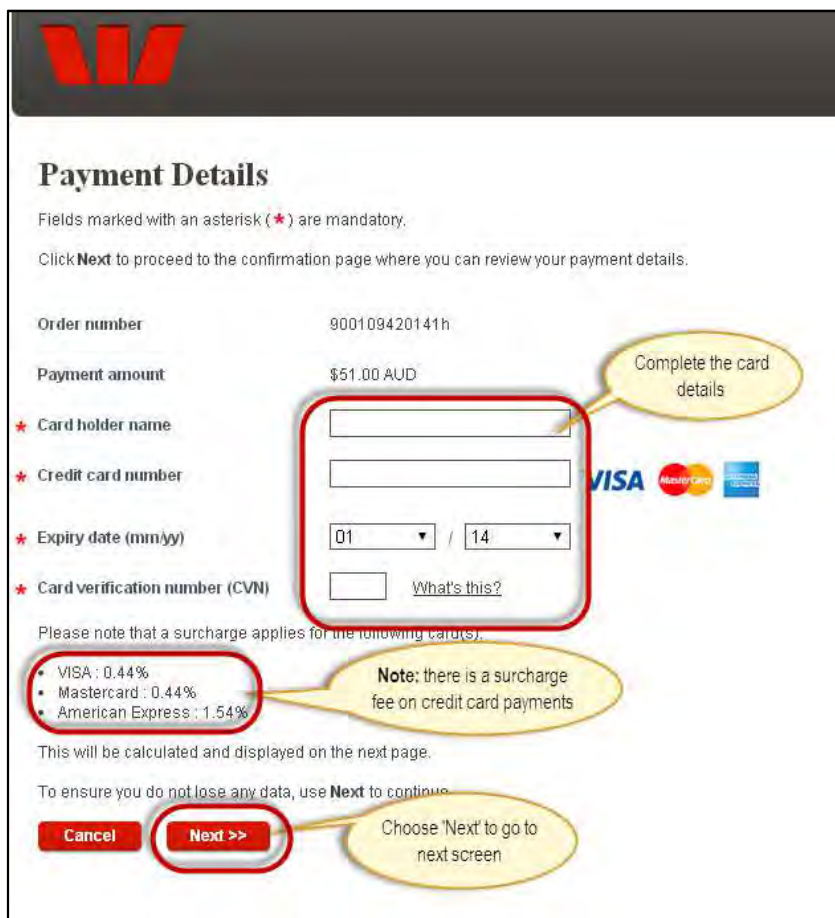
15.9.2.2 Credit Card Payment

If the funeral director does not have an account with NSW Registry of Birth Death & Marriages the payment type will be 'Card' and a credit card will be required to process the payment:



The screenshot shows a payment form with a blue header. Below the header, there are two fields: 'Payment Type' with a dropdown menu showing 'Card' and 'Payment Amount' with a text input field containing '45'.

When payment type is Card and the 'Submit Payment' button has been chosen a new window will open to Quickweb for the card details to be entered and processed:



The screenshot shows a 'Payment Details' form with a red 'W' logo at the top. The form includes the following fields and information:

- Order number: 900109420141h
- Payment amount: \$51.00 AUD
- Card holder name:
- Credit card number:
- Expiry date (mm/yy): 01 / 14
- Card verification number (CVN): [What's this?](#)

There are callouts and notes on the form:

- A callout points to the card details input fields with the text 'Complete the card details'.
- A note states: 'Note: there is a surcharge fee on credit card payments'.
- A list of surcharges is provided: VISA : 0.44%, Mastercard : 0.44%, American Express : 1.54%.
- A note says: 'Please note that a surcharge applies for the following cards:'.
- A note says: 'This will be calculated and displayed on the next page.'.
- A note says: 'To ensure you do not lose any data, use Next to continue.'.
- Buttons for 'Cancel' and 'Next >>' are shown at the bottom.

NOTE:

This is a secure website. Your credit card details will not be retained.

Enter your credit card details and select 'Next'. Complete the credit card confirmation screen by checking the Surcharge check box and completing the Captcha Verification Code

Confirmation

Please confirm your payment details.

NOTE: A surcharge of has been applied to your payment.

Order number	900109420141h
Payment amount	\$51.00 AUD
Surcharge amount	\$0.22 AUD
Total payment amount	\$51.22 AUD
Card holder name	Jacob Daley
Credit card number	516337xxxxxx268
Expiry date (mm/yyyy)	04 / 15
Captcha verification code	<input type="text" value="34921"/>

Unclear? [Generate a new Captcha verification code](#)

Enter Captcha verification code here

Callouts: "Check the check box" (pointing to the surcharge checkbox), "Complete the Captcha Code" (pointing to the captcha input field).

Quickweb will provide the online payment receipt for the payment. This can also be emailed by entering your email address into the 'Send receipt email to' field:

Online Payment Receipt

Your payment has been received and the order will be processed shortly. Please refer to www.bdm.nsw.gov.au for current processing times.

For further information regarding your order, please call 13 77 88 and quote:

Receipt number	1013136765
Order number	900109420141h
Date	16 Jun 2014 10:40
Payment amount	\$51.00 AUD
Surcharge amount	\$0.22 AUD
Total payment amount	\$51.22 AUD
Card holder name	Jacob Daley
Credit card number	516337...268
Expiry date (mm/yy)	04 / 15

Send receipt email to **Send**

Print **Finish**

Callouts: "Add the email address for the receipt to be sent to." (pointing to the email field), "Choose Finish to go back to eRegistry" (pointing to the Finish button).

Note:

You may print a receipt by selecting the 'Print' button at bottom left of the receipt screen.

15.9.3 Transaction Confirmation

On completion you will be returned to eRegistry where LifeLink will provide the following information confirming that the Application has been completed and paid:

- Confirmation at the top of the screen confirming the transaction has been finalised



- Balance of the transaction showing \$0.00

Applications	Status	Quantity	Unit Price	Total	Refunded?
Application: 00049402014	In progress				
Over					
Death - Discounted Certificate		1	\$38.00	\$38.00	
Registered Mail		1	\$7.00	\$7.00	
Indicates GST taxable items				Transaction Total (incl. GST)	\$45.00
Payments					
Account				\$45.00	
Payment Total				\$45.00	
Balance Due				\$0.00	

- In the submitted drafts list the application number is populated and the status is altered to 'Paid'.

<input type="checkbox"/>	Notification Number	Deceased	Status	Created Date	Date of event	Application Linked	Stakeholder	Author	Submitted	View
<input type="checkbox"/>	4944/2014		In progress	15/08/2014 14:31	01/08/2014	N	Funeral director 1	edeaths	Submitted	view
<input type="checkbox"/>	4907/2014		In progress	12/08/2014 14:25	10/08/2014	Y	Funeral director 1	Paid Status	Submitted	view
<input type="checkbox"/>	00049402014	BRENNAN, John	In progress	15/08/2014 16:48	10/08/2014		Funeral director 1	edeaths	Paid	view

Print Submit Application Make Payment Delete

Note:

In the Submitted List you can identify the Applications by their numbers which will begin with '0'. Applications will be in the rows beneath submitted Notifications.

16 References

Births, Deaths and Marriages Registration Act, 1995

(End)

17 Document information

Title:	PRO 318 eRegistry - eDeath Registration Statement
Business Centre:	NSW Registry of Births Deaths & Marriages
Author:	LifeLink Project Team
Division:	LifeLink Support Group
Approver:	Registrar
Date of Effect:	22 June 2014
Next Review Date:	22 June 2015
File Reference:	
Key Words:	eRegistry, Death Registration Statement, Funeral Directors, eDeaths
Distribution:	Internet

18 Document History

Version	Date	Reason for Amendment
1	22 June 2014	New Procedure Guide