

Death Registration Statement

Births, Deaths and Marriages Registration Act 1996 & Regulations 2008

Purpose

The purpose of this form is for the funeral director (or other person arranging disposal of the deceased's body) to notify the Registrar of a death.

This form is required under Section 39(1) of the *Births, Deaths and Marriages Registration Act 1996*. If this form is not provided within seven days of the disposal of the deceased's remains, you may be liable to a penalty.

Reporting still-births

The death of a still-born child must not be reported on this form. Please advise the parents to complete a Birth Registration Statement. This statement is available from the hospital, birthing centre or by contacting the Registry on 1300 369 367.

False information

It is an offence under section 53 of the *Births, Deaths and Marriages Registration Act 1996* for a person to knowingly make a false or misleading representation in an application or document under the Act. Penalties apply.

Further information

For assistance in completing this form or general enquiries please contact the Registry on 1300 369 367.

Privacy and disclosure of information

The Victorian Registry of Births, Deaths and Marriages is responsible for the administration of the *Births, Deaths and Marriages Registration Act 1996*.

The information requested on this form is collected under the provisions of this Act and is the basis for the registration of a death and the issuing of a death certificate.

Information collected in this form and held in the Register may be used for statistical purposes, medical research, community planning, law enforcement and other uses provided by law.

Access for approved purposes may be granted to certain government and authorised non-government agencies.

Further information regarding the collection, use and access to the details provided on this form is available at www.bdm.vic.gov.au

Complete your death registration statement online

Reduce your administration and processing time by completing your death registration statement online.

To find out more email bdmdeaths@justice.vic.gov.au

Instructions for completing this form

- Write clearly using blue or black ink and BLOCK letters.
- To make a change on this form cross out the mistake and initial the change.
- Do not use correction fluid or tape.
- Keep each number, letter or X within the boxes, for example:

Correct ✓

S	A	M	P	L	E
---	---	---	---	---	---

Incorrect ✗

S	A	M	P	L	E
---	---	---	---	---	---

Correct ✓

--	--	--	--	--	--

Incorrect ✗

-	-	-			
---	---	---	--	--	--

Recognising significant life events



Births
Deaths
Marriages

VICTORIA



Department of
Justice

PART ONE – DEATH REGISTRATION

Step 1 - Deceased's Details

1. Surname (family name)

2. Given name(s)

3. Date of death

4. Date of birth

5. Sex of deceased

 Male Female

6. Age at death

 Years OR Months

7. Place of death

a) Name of place/institution

b) Street no. and name

c) Suburb/Town

d) State

e) Postcode

8. Was the deceased born in Australia?

 Yes - Please specify place of birth

Suburb/Town

State

 No - Please specify the place of birth

Suburb/Town

Country

9. For how long did the deceased live in Australia?

 Since birth OR Years Months

10. Deceased's residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

11. Usual occupation during working life

Note. Usual occupation may include accountant, mechanic, doctor, home duties or teacher.

*12. Was the deceased retired?

 Yes No

*13. Was the deceased a pensioner?

 Yes No

*14. Was the deceased of Australian Aboriginal or Torres Strait Islander origin?

 Yes - Please specify origin No
 Aboriginal Torres Strait Islander Both

Step 2 - Marital Status of the Deceased

15. What was the marital status of the deceased at time of death?

 Married Widowed Never married Divorced Unknown

If previously married, please list all marriages of the deceased (starting with the first marriage):

Note

- If more than three marriages, attach a separate sheet with the required details.
- Mark 'U/K' where details are unknown.

1. Given name of spouse:	
Surname of spouse (family name at time of marriage):	
Place of marriage - Suburb/Town:	State:
Country (if outside Australia):	Deceased's age at time of marriage <input type="text"/> <input type="text"/> years
2. Given name of spouse:	
Surname of spouse (family name at time of marriage):	
Place of marriage - Suburb/Town:	State:
Country (if outside Australia):	Deceased's age at time of marriage <input type="text"/> <input type="text"/> years

3. Given name of spouse:	
Surname of spouse (family name at time of marriage):	
Place of marriage - Suburb/Town:	State:
Country (if outside Australia):	Deceased's age at time of marriage <input type="text"/> <input type="text"/> years

Step 3 - Registered Relationships of the Deceased

16. Was the deceased ever in a domestic relationship registered with the Victorian Registry of Births, Deaths and Marriages?

Note. This is not a marriage. A definition of a domestic relationship is in the *Relationships Act 2008* and at www.bdm.vic.gov.au

Yes
 No
 Unknown

If yes, provide details of the deceased's partner

Partner's surname (family name)

Partner's given name

Step 4 - Children of the Deceased

17. Did the deceased have any children?

Yes - Please specify how many children
 No

If yes, specify child's details

Note. Provide birth details of each child in order of birth (from oldest to youngest). Include legally adopted children. If a child is deceased, enter 'D' in the age box. If not born alive enter 'SB' in the age box. If there are more than six children, attach a separate sheet with the required details. Mark 'U/K' where details are unknown.

Child's given name(s)	Age	Child's given name(s)	Age
1.		4.	
2.		5.	
3.		6.	

Step 5 - Parents of the Deceased

Note. Mark 'U/K' where details are unknown.

18. Mother/parent's surname (family name)

22. Father/parent's surname (family name)

19. Mother/parent's given name(s)

23. Father/parent's given name(s)

20. Mother/parent's surname at birth

24. Father/parent's surname at birth

21. What was the usual occupation of the mother/parent during working life?

Note. Usual occupation may include accountant, mechanic, doctor, home duties or teacher.

25. What was the usual occupation of the father/parent during working life?

Note. Usual occupation may include accountant, mechanic, doctor, home duties or teacher.

Step 6 - Siblings of the Deceased

26. Was the deceased under 18 years of age?

Yes
 No - Go to Question 28

27. Does the deceased have any siblings?

Yes - How many siblings?
 No
 Unknown

Registry Use Only

Reg. details

Officer number

Error code

If yes, specify sibling's details

Note. Provide birth details of each sibling in order of birth from oldest to youngest. Include legally adopted siblings, step brother(s) and step sister(s). If a sibling is deceased, enter 'D' in the age box. If the sibling was not born alive, enter 'SB' in the age box. If there are more than four siblings, attach a separate sheet with the required details. Mark 'U/K' where details are unknown.

Sibling's given name(s) and surname	Date of birth	Age	Place of birth
			State (or country if born outside Australia)
1.	DD / MM / YYYY		
2.	DD / MM / YYYY		
3.	DD / MM / YYYY		
4.	DD / MM / YYYY		

Step 7 - Informant's Details

28. Who supplied you with the deceased's information (i.e. the informant)?

Surname (family name)

Given name

29. Informant's residential address

a) Street no. and name

b) Suburb/Town

c) State

d) Postcode

30. Daytime telephone number

31. What is the relationship of the informant to the deceased person? (e.g. husband, wife, brother, executor or domestic partner)

32. How did the informant provide you with the details of the deceased (cross all that apply)?

a) Face to face discussion

b) Telephone discussion

c) Other - Please specify (e.g. email, letter or fax)

d) If the information came from a source other than the informant, specify how it was obtained, and from whom

Step 8 - Disposal of the Deceased's Remains

33. How were the deceased's remains disposed of?

Burial

Cremation

a) Name of cemetery or crematorium

b) Street no. and name

c) Suburb/Town

d) State

e) Postcode

OR

Donated to the Department of Anatomy

OR

Transported overseas

If transported overseas, please specify:

a) Name of airline

b) Overseas Suburb/Town

c) Country

34. When were the deceased's remains disposed of (or sent overseas)?

35. Were the deceased's remains disposed of within 30 days of death?

Yes

No - Specify the name and address of person with custody of remains and reason for not disposing of them within 30 days

Continued overleaf >

Step 9 - Medical Practitioner or Coroner's Details

36. Who certified the death of the deceased person?

Doctor - Please specify the doctor's details

36.1 Surname (family name)

36.2 Given name(s)

36.3 Business address

a) Street no.
and name

b) Suburb/
Town

c) State

d) Postcode

36.4 Business name

36.5 Daytime telephone number

36.6 Email address

36.7 What is the Australian Health Practitioner Regulation Agency (AHPRA) number of the doctor who notified you of the death?

M E D 0 0 0

OR

Coroner - Please specify coroner's location

Suburb/Town

State

Step 10 - Funeral Director's Certification

37. Who is certifying the disposal of the deceased's remains?

a) Surname (family name) of consultant

b) Given name of consultant

38. Business address

a) Street no.
and name

b) Suburb/
Town

c) State

d) Postcode

39. Business name

40. Daytime telephone number

41. Email address

42. Signature

D D / M M / Y Y Y Y

You have now completed the death registration.

If you do not wish to order a death certificate please go to Part Three - Lodgement.

Continued overleaf >

PART TWO – DEATH CERTIFICATE APPLICATION

Step 11 - Applying for a Death Certificate

- Note**
- The fee for a death certificate is \$27.80. This fee is subject to change. Current fees may be confirmed at www.bdm.vic.gov.au
 - A death certificate may be used as proof of death for legal and other official purposes.

43. I wish to order death certificate(s)

44. Mail the death certificate(s) to:

The informant, as per details specified in Step 7.

The person and address specified below.
Note. You must attach a letter from the next of kin which authorises this person to receive the death certificate.

a) Name

b) Street no. and name

c) Suburb/Town d) State e) Postcode

f) Daytime telephone number

g) What is the relationship of this person to the deceased?
(e.g. husband, wife, brother, executor or domestic partner)

Step 12 - Payment

45. How do you wish to pay?

Note. Make cheques and money orders payable to Registry of Births, Deaths and Marriages.

Cheque Money order Visa MasterCard Amex

Total \$.

Name on card Signature of cardholder

Card number Expiry date /

PART THREE – LODGEMENT

How to submit this form

Send your completed Death Registration Statement and certificate payment (if applicable) to:
Victorian Registry of Births, Deaths and Marriages
GPO Box 4332
Melbourne VIC 3001

Victorian Registry of Births, Deaths and Marriages

Postal address GPO Box 4332, Melbourne VIC 3001

General enquiries 1300 369 367 (8.30am - 4.30pm, Monday to Friday, except public holidays)

Website www.bdm.vic.gov.au

