

Notice of birth (for home births)

To finalise registration of your child's birth, a notice of birth form must also be completed:

- if the child was taken to a hospital **within 24 hours of birth**, the person in charge of the hospital will complete the notice of birth form and submit it to us.

Otherwise, you must have 1 of the following complete the notice of birth form:

- a doctor present at the birth
- if a doctor was not present at the birth—a midwife present at the birth
- if a doctor or a midwife were not present at the birth—a person, other than the mother, present at the birth
- if the mother was alone at the birth—the mother.

Before submitting your notice

- I/We understand that this notice must be completed for a home birth.
- I/We have completed a birth registration application form.

Which 1 of the following is completing and signing the notice of birth form:

- a doctor present at the birth
- if a doctor was not present at the birth—a midwife present at the birth
- if a doctor or a midwife were not present at the birth—a person, other than the mother, present at the birth
- if the mother was alone at the birth—the mother.

Submitting your notice

Your application will take longer if your documents are not correct, submit your notice either:

- by email to BDMOnlineBirthNotices@justice.qld.gov.au
- by post, to **Registry of Births, Deaths and Marriages, PO Box 15188, CITY EAST QLD 4002**
- in person take your completed and signed notice to the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane; your nearest Queensland Magistrates Court(except the Brisbane Magistrates Court); or Queensland Government Agent Program (QGAP) office.



Form 2 (Version 3)

Notice of birth

Effective as of 19/05/2021

Births, Deaths and Marriages Registration Act 2003 (Section 5)

This notice is not to be completed if information has been provided electronically. Notice must be given within 2 working days after the birth—for every live birth and stillbirth. For home births where the mother was not attended by a doctor or midwife immediately after the birth, contact us for more information on BDMOnlineBirthNotices@justice.qld.gov.au.

1. Mother's details

First name	
Middle name(s) <i>if any</i>	
Family name	
Maiden name <i>if known</i>	
Date of birth	DD MM YYYY

Is the mother of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal origin Yes, Torres Strait Islander origin Both, Aboriginal and Torres Strait Islander origin

Home address

		Postcode
--	--	----------

*The contact details below may be completed **only** if the mother has consented.

*Email	
--------	--

*Contact number <i>mobile preferred</i>	
---	--

2. Child's birth details *Includes stillbirths of at least 20 weeks gestation or 400 grams weight at birth*

First name	
Middle name(s) <i>if any</i>	
Family name	
Date of birth	DD MM YYYY
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate
Multiple birth <i>complete a notice for each baby</i>	<input type="checkbox"/> No, single birth <input type="checkbox"/> 1 of 2 <input type="checkbox"/> 2 of 2 <input type="checkbox"/> Other (please specify): ____ of ____
Place of birth	

Is the child of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal origin Yes, Torres Strait Islander origin Both, Aboriginal and Torres Strait Islander origin

3. Who is giving notice *Must be the responsible person*

If born in a hospital (or brought to a hospital within 24 hours after birth): the person in charge of the hospital; doctor or midwife present at the birth. If neither a doctor or midwife were present at the birth: a person present at the birth, other than the mother; if the mother was alone, the mother; or if the mother dies or abandons the baby, the person who takes physical custody.

First name		Family name	
Signed by responsible person giving notice		sign here	

Address of responsible person <i>if child was not born in a hospital</i>	
	Postcode

*Email	
--------	--

*Contact number <i>mobile preferred</i>	
---	--

*By providing an email address and mobile number, I consent to the Registry of Births, Deaths and Marriages using my email address and mobile number to provide electronic information to me and for contact using SMS and email relating to this notice. I understand that it is my responsibility to ensure that I have nominated an appropriate email address. I acknowledge that it is my responsibility to ensure the security of that information when received.

Privacy notice

The Registry of Births, Deaths, and Marriages is collecting the personal information on this Form 2, for the purposes of registering the birth of a child in accordance with the requirements of the *Births, Deaths, and Marriages Registration Act 2003*. The personal information collected on this form will only be used for the purpose of registering the birth of a child or as otherwise authorised or required under a law. The personal information collected on this form will be disclosed to other State and Commonwealth government entities but will not otherwise be disclosed unless authorised or required under a law. The personal information collected on this form will be handled in accordance with the provisions of the *Information Privacy Act 2009* and the *Births Deaths and Marriages Registration Act 2003*.

