

**RBDM Online service provider portal
Overview and quick launch guide
(maternity staff and midwives)**

September 2021

Content

Online birth notification portal.....	3
How to sign-up.....	3
How to access the portal.....	3
How to log-in	3
How to start a new birth notice record	4
Auto-save feature	4
Save for later.....	5
Maternity staff/midwife details.....	6
Completing a birth notice.....	6
Uploading legacy birth notices file	10
Quick guide to cancelling a birth notice	12
Status definitions and special characters	13
Special characters	14
Need help?.....	15

Online birth notification portal

Overview and quick launch guide

The Registry of Births, Deaths and Marriages (RBDM) has an online service provider portal (the portal) to assist maternity staff and midwives in completing and submitting notifications of birth events electronically.

How to sign-up

If you haven't signed up to access the portal yet, you will need to go through a 15-minute process to create a secure user login and submit for approval to RBDM. Full instructions can be found here: <https://www.publications.qld.gov.au/dataset/online-service-providers-access-to-birth-death-and-marriage-services/resource/ab29f6c8-e60e-449d-a261-28eb6496b767>

How to access the portal

You can access the portal or the sign-up/log in screen through our website at www.qld.gov.au/RBDMserviceproviders.

How to log-in



Always log in using your registered sign-up **email** and **password** using the Chrome browser (preferred).




Important! Use the Google or Microsoft login options, as long as you use the same email address each time.

Login or register

Please login or register using one of the options below.

 Google  Microsoft

or

 Login with QGov

* Username

* Password

Consent to share your details

To continue to use the DJAG Service Provider Portal service we need your consent to share the following details.

Personal details

Date of birth

Family name

Given name

Middle name/s

Contact details

Email address

I consent to sharing these details:

Always with DJAG Service Provider Portal service

Read our [frequently asked questions](#) about recent changes we've made to help you manage your data sharing preferences with Queensland Government online services

By giving consent you agree to our [Terms of use](#) and [Privacy statement](#).

How to start a new birth notice record

Once logged in, this Summary of services screen should display for you. Select the **Birth notice** button to start a new record.

Queensland Government

Queensland Government home > Service provider portal

Service provider portal

- > Summary of services
- > Search Party - Hospital
- > Search Registration - Birth notice
- > Log out

Summary of services

Processes available to you

Birth notice

Available bulk uploads

Upload legacy birth notices file

QGov

Logged into QGov: US25246
midwife123@example.com

[Manage sharing preferences](#)

Log out

Auto-save feature



We recommend that you note the RB number (barcode) generated against your own records for the birth event.

As soon as you click the **Birth notice** button, a Notice of Birth record (RB) number will be created, and a draft of the form will be saved. Any accidental records generated can be reused from your Summary of services screen if required (or cancel).

Notice of Birth Form 2 (Version 3) – RB25225

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


Effective as 19/05/2021

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.

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 (Section 5). 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.

1. Mother's details

★ Is the mother known by one name?
 Yes No

 You can use the blank record:

- Select the **Birth notice** button
- enter details
- select the **Submit birth notice** button.

Outstanding tasks

Show entries Search:

RB25225 - Details have not been saved		Status: New
Birth notice	Cancel record	

Showing 1 to 1 of 1 entries Previous Next

Save for later

The portal does not automatically save details you enter, and you will not be prompted to save the details. You must select the **Save for later** button at the bottom of the online form if you need to return to it before submitting.



Declaration

I certify that the information on this notice is true and correct.

Save for later

Submit birth notice

Maternity staff/midwife details

The portal will automatically submit the hospital details from the information you entered during sign-up. If you need to change your preferred contact email for a record you can do this before submitting.

* What is your preferred contact email address?

We will email you to confirm the birth notice has been received.

maternity123@example.com

Completing a birth notice



Fields not marked with an asterisk * are not mandatory select **Submit birth notice** button at the bottom of the form.

Complete **Mother's details** as required to completely the birth notice. The fields will automatically change based on the information you select/enter.

Notice of Birth Form 2 (Version 3) — RB25247

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

Effective as 19/05/2021

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.

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 (Section 5)*. 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*.

1. Mother's details

* Is the mother known by one name?

Yes **No**


* First name

Middle name(s) if any

* Family name

Maiden name if known

The mother's contact details are helpful to RBDM but optional. Complete these details **only** if the mother has consented.

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

Contact number (mobile preferred)

Email address

Complete **Child's birth details** as required to complete the birth notice. If the child's names have been provided by the parent/s, also complete these details.

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

First name

Middle name(s) if any

Family name


* Date of birth
 Please enter date in dd/mm/yyyy format

* Sex

* Birth weight in grams

Complete birth event details (including multiple birth indicator). The fields will automatically change based on the information selected/entered.

Multiple birth


 Complete a notice for each baby

* Multiple birth?

* Live birth?
 Yes No

Is the child of Aboriginal or Torres Strait Islander origin?

* Place of birth
 Hospital
 Private Residence or Business Address
 Other

 Complete a notice for each baby for multiple birth events.

Multiple birth—make the selection of a single birth or relevant order of birth, as shown below. When **Other** is selected enter the details in the fields that appear.


No, single birth

1 of 2

2 of 2

Other

Multiple birth

 Complete a notice for each baby

* Multiple birth?

* Position * Total born
 of

Place of birth—when **Other** is selected enter the details in the field that appears.


* Place of birth

Hospital

Private Residence or Business Address


Other

* If other place of birth

 If you need to return to the birth notice, select **Save for later**.

Select **Submit birth notice**.

* What is your preferred contact email address?
We will email you to confirm the birth notice has been received.

 **Declaration**

I certify that the information on this notice is true and correct.

If any mandatory fields have not been answered you will get an error message showing you what fields need to be completed to submit the birth notice.

Notice of Birth Form 2 (Version 3) — RB25247



Please check your answers

1. [Is the mother of Aboriginal or Torres Strait Islander origin: Must be completed](#)
2. [Sex: Must be completed](#)
3. [Birth weight in grams: Must be completed](#)
4. [Live birth: Must be completed](#)

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

Effective as 19/05/2021

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.

The **Received birth notice** screen will appear for you when it has been submitted. Select **Birth notice** to enter another one or return to the summary of services page.

Received birth notice



The birth notice for **RB25247** have been submitted to us.

We have sent you a confirmation email.

You can either start filling in a new birth notice or return to the summary of services page.

[Birth notice](#)

[Return to summary of services](#)

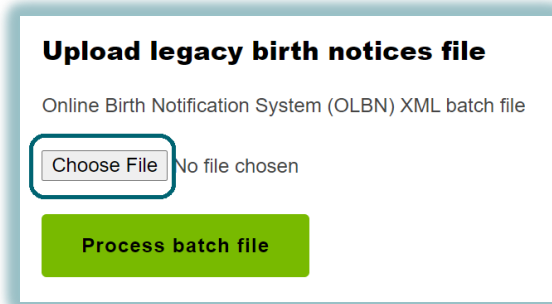
Uploading legacy birth notices file

The portal supports online birth notification system (OLBN) XML batch files.

Select Upload legacy birth notices file.

The screenshot shows the Queensland Government Service Provider Portal. The header includes the Queensland Government logo and the text 'Queensland Government'. Below the header, there is a navigation bar with 'Queensland Government home' and 'Service provider portal'. The main content area is divided into three sections: 'Service provider portal' on the left, 'Summary of services' in the center, and 'QGov' on the right. The 'Service provider portal' section has a sidebar with 'Summary of services' selected. The 'Summary of services' section has a 'Birth notice' button and an 'Available bulk uploads' section with a button labeled 'Upload legacy birth notices file' which is highlighted with a red box. The 'QGov' section shows the user is logged in as 'US25212 lpkhhH8878jhjh6@test.com' and has a 'Log out' button.

The **Upload legacy birth notices file** screen will appear for you. Select the **Choose File** button to attach the XML file.




Upload legacy birth notices file

Online Birth Notification System (OLBN) XML batch file

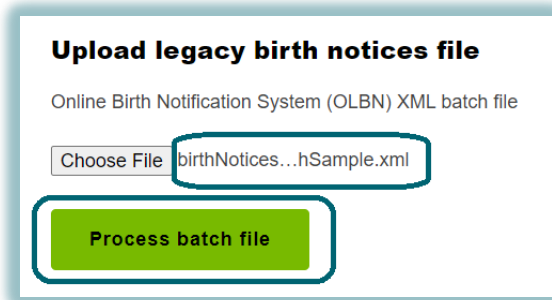
Choose File No file chosen

Process batch file



If the file is not an XML file, the batch will not submit.

When the selected file is uploaded it will appear on the screen, as shown. Select the **Process batch file** button to submit it.



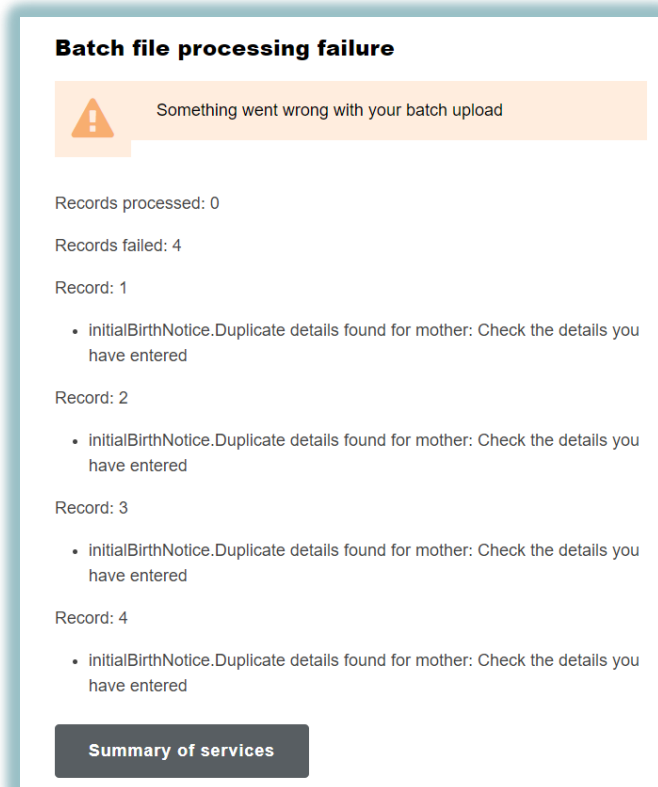
Upload legacy birth notices file

Online Birth Notification System (OLBN) XML batch file

Choose File birthNotices...hSample.xml

Process batch file

Batch file processing failure—this screen will appear when there is an error and a record is a duplicate.



Batch file processing failure

Something went wrong with your batch upload

Records processed: 0

Records failed: 4

Record: 1

- initialBirthNotice.Duplicate details found for mother: Check the details you have entered

Record: 2

- initialBirthNotice.Duplicate details found for mother: Check the details you have entered

Record: 3

- initialBirthNotice.Duplicate details found for mother: Check the details you have entered

Record: 4

- initialBirthNotice.Duplicate details found for mother: Check the details you have entered

Summary of services

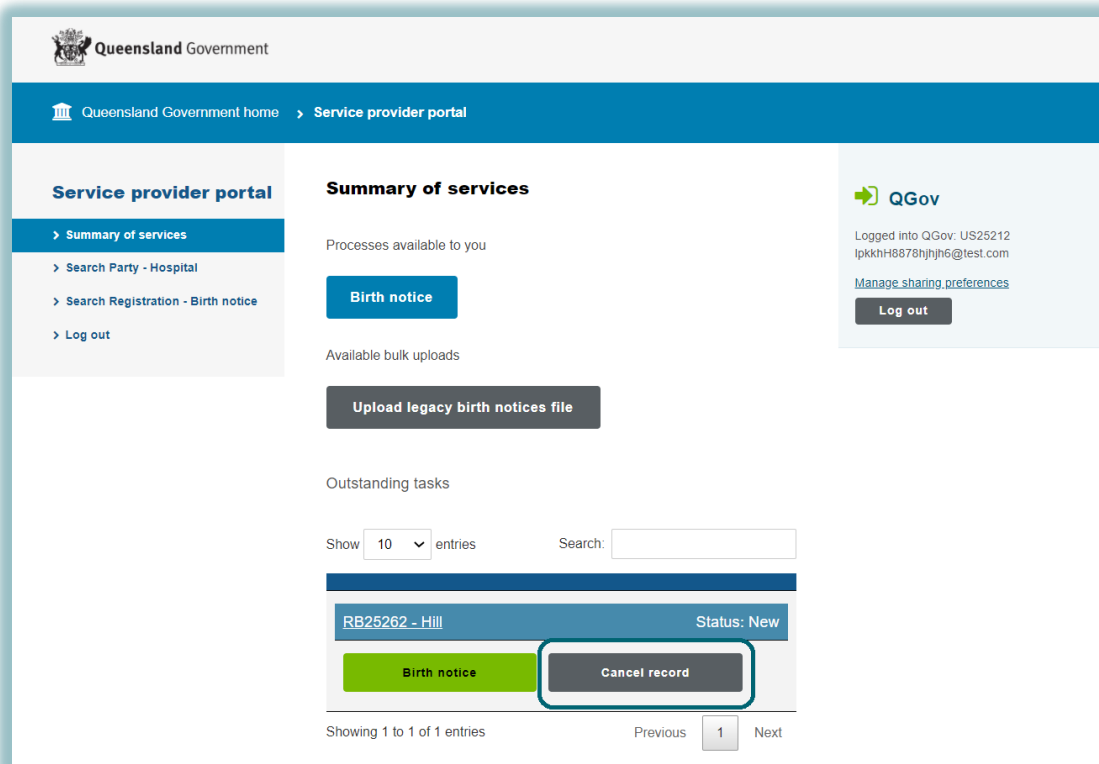
Return to the **Summary of services** page to review the birth notice and update and submit or cancel.

Quick guide to cancelling a birth notice

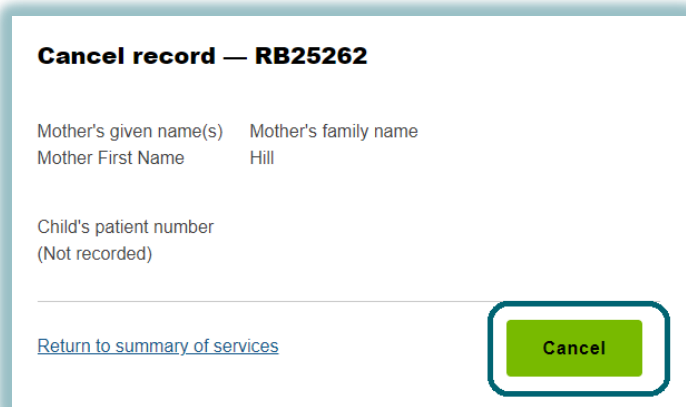
A record in the portal with a status of **New** may be cancelled by you instead of being submitted to RBDM.

Find the record in the **Summary of services** screen. Select the **RB#** button for the record to view the details that have been submitted.

Select the **Cancel record** button.



Cancel record screen will appear for you, select the **Cancel** button.



You will then be returned to the **Summary of services** screen and the record will have been removed.

The **Search Registration – Birth notice** screen will show the status of any records you entered.

Search Registration - Birth notice

Search across multiple fields

Additional search fields

Barcode

Search – Registration **Reset**

Found: 8

Barcode	Status	Created	Last modified
RB25262	Cancelled	25/08/2021 11:56 AM	25 August 2021
RB25229	Accepted	20/08/2021 11:50 AM	20 August 2021
RB25228	Accepted	20/08/2021 11:50 AM	20 August 2021
RB25225	Accepted	20/08/2021 11:04 AM	20 August 2021

Status definitions and special characters

Status	Description
New	Record is with you (the authorised service provider) and not submitted to RBDM
Accepted	Record is compliant and ready for RBDM to process
Cancelled	Record cancelled by you or RBDM

Special characters – some are acceptable. The following special characters can be used in the online form.

Char	Alt+	\	0092	°	0176
	0032]	0093	±	0177
!	0033	^	0094	²	0178
"	0034	~	0095	³	0179
#	0035	·	0096	´	0180
\$	0036	{	0123	µ	0181
%	0037		0124	¶	0182
&	0038	}	0125	·	0183
'	0039	~	0126	¸	0184
(0040	•	0127	¸	0185
)	0041	ı	0161	°	0186
*	0042	¢	0162	»	0187
+	0043	£	0163	¼	0188
,	0044	¤	0164	½	0189
-	0045	¥	0165	¾	0190
.	0046	ı	0166	¿	0191
/	0047	§	0167	À	0192
:	0058	¨	0168	Á	0193
:	0059	©	0169	Â	0194
<	0060	ª	0170	Ã	0195
=	0061	«	0171	Ä	0196
>	0062	¬	0172	Å	0197
?	0063		0173	Æ	0198
@	0064	®	0174	Ç	0199
	0091	™	0175	È	0200
É	0201	Ü	0220	İ	0239
Ê	0202	Ý	0221	ð	0240
Ë	0203	Þ	0222	ñ	0241
Ì	0204	ß	0223	ò	0242
Í	0205	à	0224	ó	0243
Î	0206	á	0225	ô	0244
Ï	0207	â	0226	õ	0245
Ð	0208	ã	0227	ö	0246
Ñ	0209	ä	0228	÷	0247
Ò	0210	å	0229	ø	0248
Ó	0211	æ	0230	ù	0249
Ô	0212	ç	0231	ú	0250
Õ	0213	è	0232	û	0251
Ö	0214	é	0233	ü	0252
×	0215	ê	0234	ý	0253
Ø	0216	ë	0235	ÿ	0255
Ù	0217	ì	0236		
Ú	0218	í	0237		
Û	0219	î	0238		

Need help?

If you need assistance completing the using the portal, or encounter any errors, please contact bdm-service-provider@justice.qld.gov.au with screenshots/snips, so that we can best assist with your query.

If you would like to make a request for additional content to be added to this guide, please also send your comments and suggestions through to this mailbox.

A Client Relationship Officer will reply to you **within 1-2 business days**. If your query is urgent, please include this in the subject line and we will make every effort to respond as soon as possible.