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

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Content

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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.

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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.

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).

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You can use the blank record:
- Select the **Birth notice** button
- enter details
- select the **Submit birth notice** button.

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.

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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.

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.

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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.

> ℹ 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.

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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

dd/mm/yyyy

* Sex
- please select -

* 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

ℹ Complete a notice for each baby

* Multiple birth?
- please select -

* Live birth?
○ Yes   ○ No

Is the child of Aboriginal or Torres Strait Islander origin?
- please select -

* 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.

- please select -

[|]

- please select -

No, single birth

1 of 2

2 of 2

Other

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

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

Select **Submit birth notice**.

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.

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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

ℹ 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.

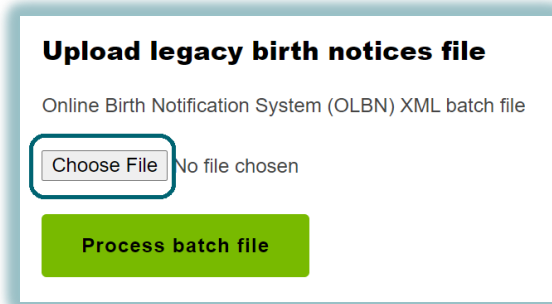**Birth notice**   **Return to summary of services**

Uploading legacy birth notices file

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

Select Upload legacy birth notices file.

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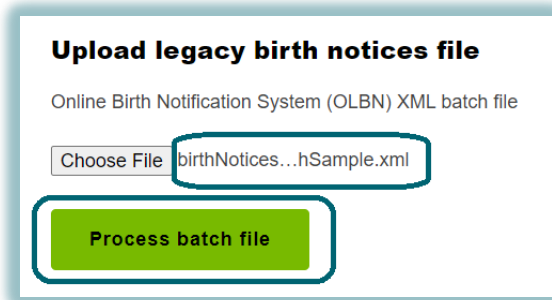
The **Upload legacy birth notices file** screen will appear for you. Select the **Choose File** button to attach the XML file.

> 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.

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

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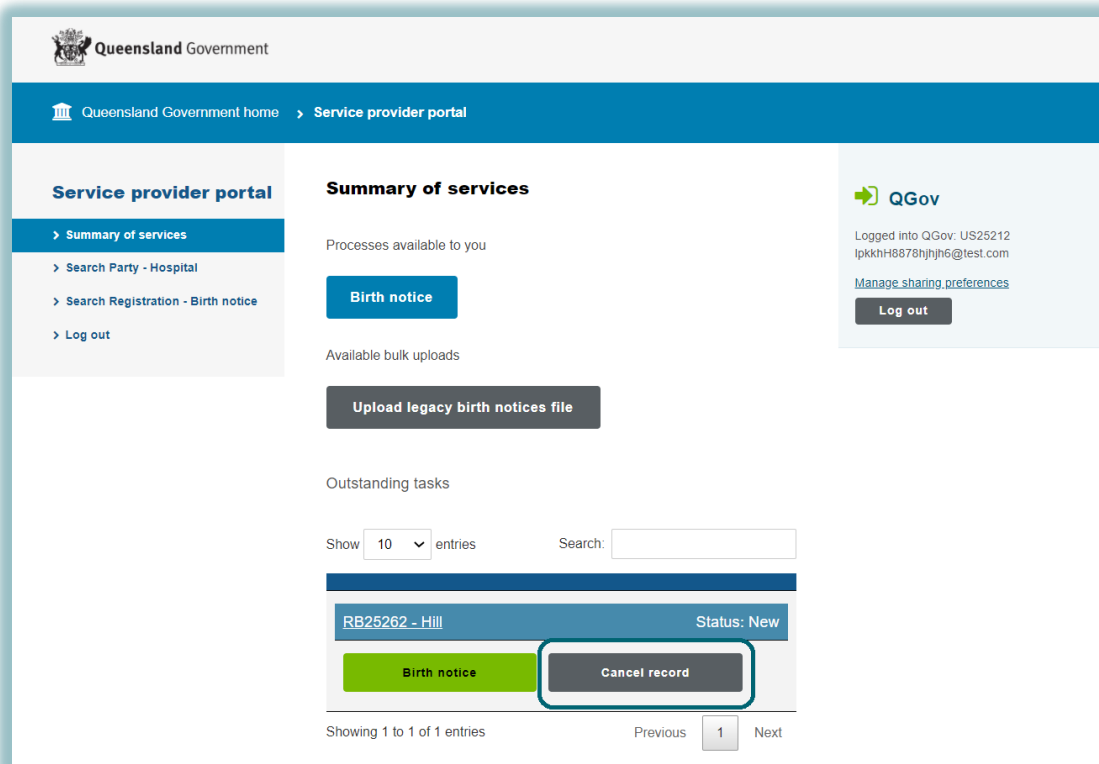
Cancel record screen will appear for you, select the **Cancel** button.

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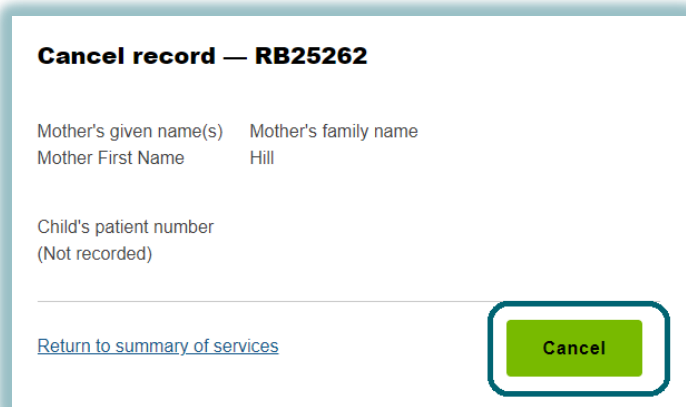
You will then be returned to the **Summary of services** screen and the record will have been removed.

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

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

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

Char	Alt+	Char	Alt+	Char	Alt+
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	¹	0185
)	0041	¡	0161	º	0186
*	0042	¢	0162	»	0187
+	0043	£	0163	¼	0188
,	0044	¤	0164	½	0189
-	0045	¥	0165	¾	0190
.	0046	¦	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	ï	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		

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Need help?

If you need assistance completing the using the portal, or encounter any errors, please contact bdmserviceprovider@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.

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