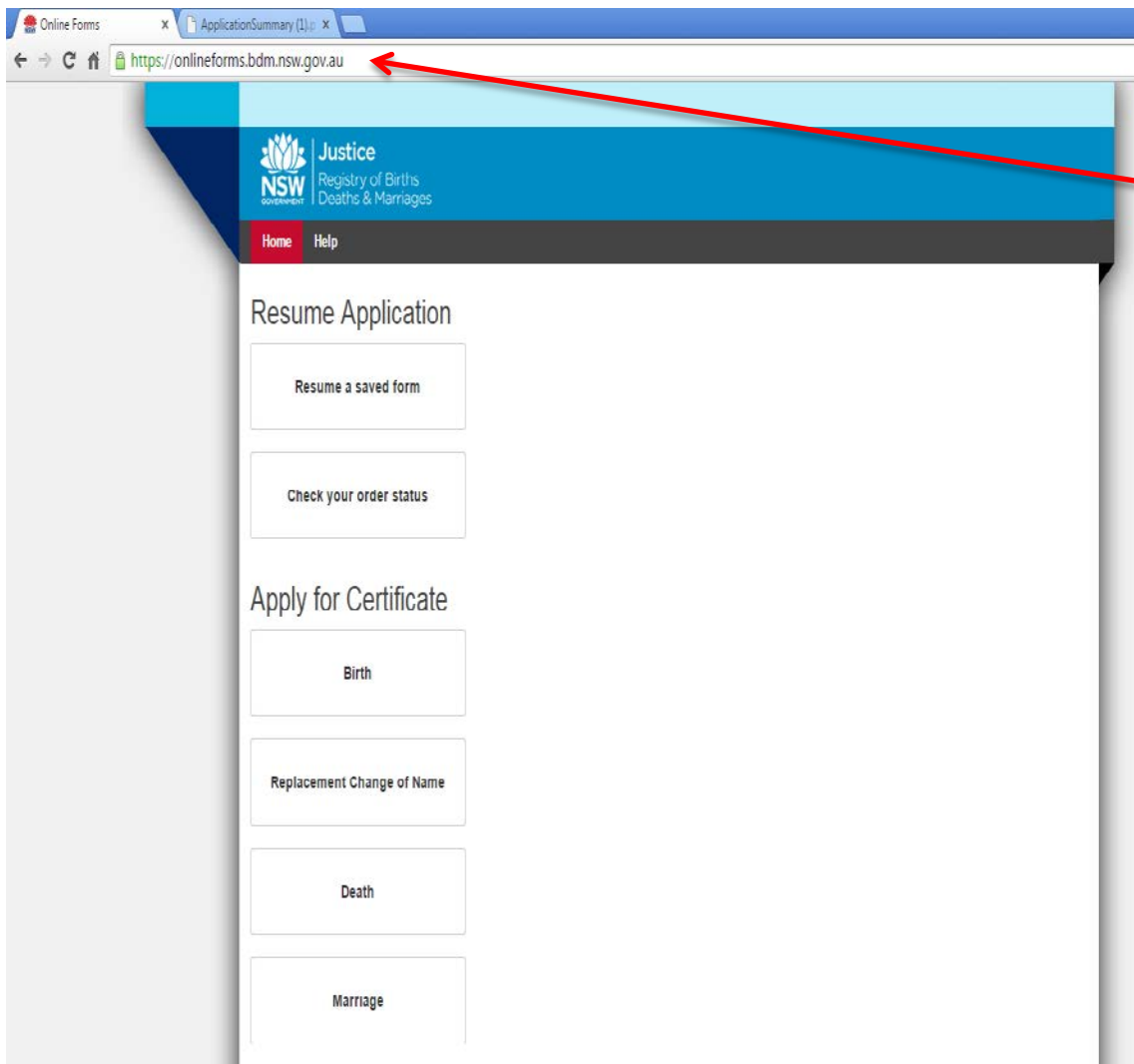


Resume application and check your order status

November 2016

Getting started



To get started, open a web browser and enter:
onlineforms.bdm.nsw.gov.au

You will see the page on the left

Web browsers that can be used include:

- Internet Explorer 11
- Chrome
- Safari

The online form is also tablet and mobile friendly.

Resume Application

Resume Application

Resume a saved form

Check your order status

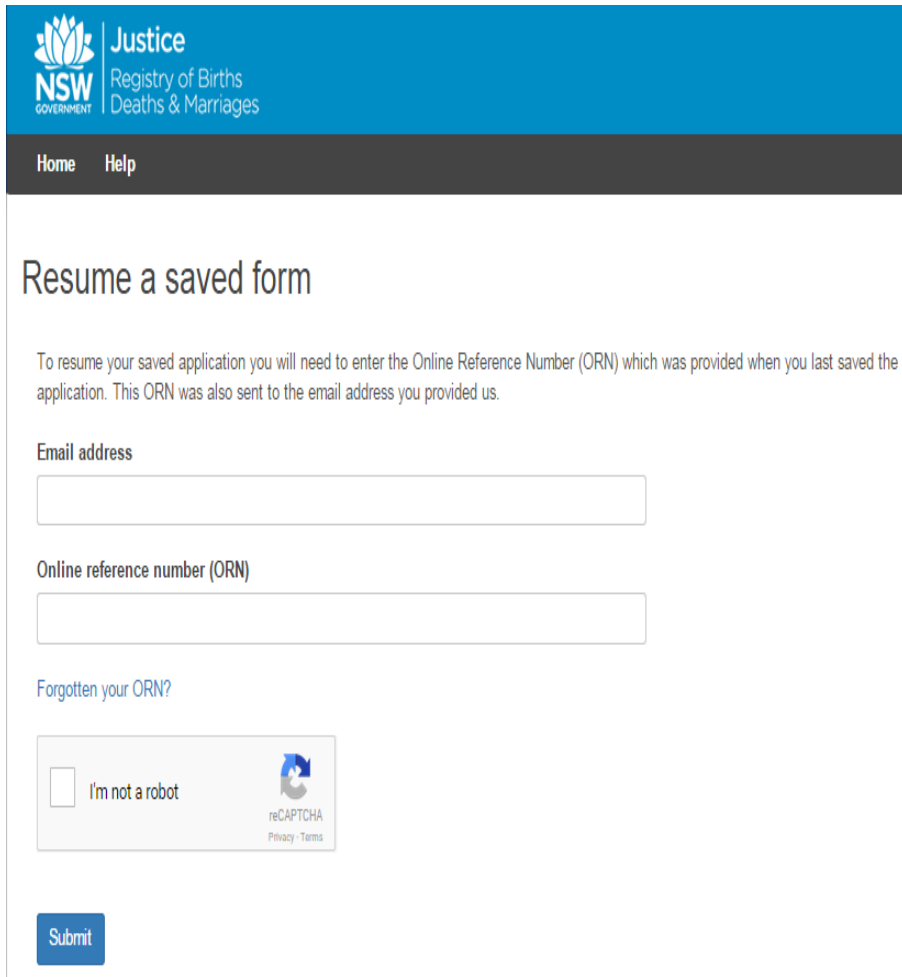
From the Online Form homepage (see slide 2) you can:

- Resume a saved form
- Check your order status

If you have previously saved an online form, you can access the form again by selecting **Resume a saved form**.

You can also check the progress of your application if you have successfully submitted an online form by selecting **Check your order status**.

Resume a saved form



The screenshot shows the 'Resume a saved form' page of the NSW Government Justice Registry of Births Deaths & Marriages. The header includes the NSW Government logo and navigation links for Home and Help. The main heading is 'Resume a saved form'. Below it, a paragraph explains that the user needs to enter their Online Reference Number (ORN) to resume their application. There are two input fields: 'Email address' and 'Online reference number (ORN)'. A link for 'Forgotten your ORN?' is provided. A reCAPTCHA widget is present, featuring a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links to Privacy and Terms. A blue 'Submit' button is at the bottom.

NSW GOVERNMENT Justice Registry of Births Deaths & Marriages

Home Help

Resume a saved form


To resume your saved application you will need to enter the Online Reference Number (ORN) which was provided when you last saved the application. This ORN was also sent to the email address you provided us.

Email address

Online reference number (ORN)

[Forgotten your ORN?](#)

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

If you select **Resume a saved form**, you will see this screen.

Enter your **Email Address** and **Online reference number (ORN)**.
The ORN was emailed to you when you previously saved your form.

Then select **I'm not a robot**.

Resume a saved form

NSW Justice Registry of Births Deaths & Marriages

Home Help

Resume a saved form

To resume your application you will need to enter the Online Reference Number (ORN) which was provided when you last saved the application.

Email address: john.citizen@gmail.com

Online reference number (ORN): B6564995865

Forgotten your ORN?

☐ I'm not a robot

Verify

You will see a similar screen to the one on the left. Select the images as instructed. An example is **Select all images with a shop front**. Then select **Verify**.

Once you have completed the image selection (known as Captcha), then select **Submit**. You will then see the below screen and can continue completing your application.

NSW Justice Registry of Births Deaths & Marriages

Home Help

Resume a saved form

To resume your saved application you will need to enter the Online Reference Number (ORN) which was provided when you last saved the application. This ORN was also sent to the email address you provided us.

Email address: john.citizen@gmail.com

Online reference number (ORN): B6564995865

Forgotten your ORN?

☒ I'm not a robot

Submit

NSW Justice Registry of Births Deaths & Marriages

Home Help

Application for a Birth Certificate

Online Reference Number: B6564995865

Birth Details

Applicant Details

Certificate Order

Delivery and Payment

Identification

Add Attachments

Confirm Order

Summary

PLACE OF BIRTH

Born or Adoption Registered in NSW

☒ Yes ☐ No

Place of Birth in NSW

Sydney

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE

Family Name at Birth

Citizen

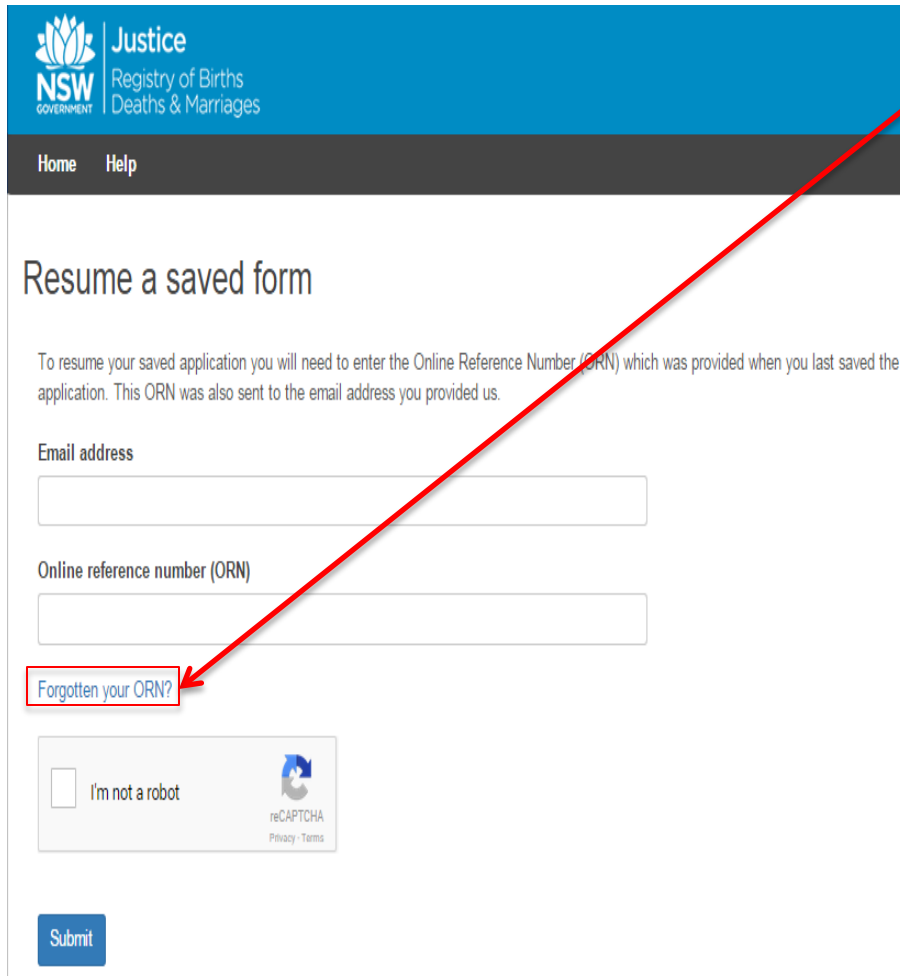
First Given Name

John

Other Given Name(s)

Submit

Forgotten your ORN?



NSW GOVERNMENT | Justice
Registry of Births Deaths & Marriages

Home Help

Resume a saved form

To resume your saved application you will need to enter the Online Reference Number (ORN) which was provided when you last saved the application. This ORN was also sent to the email address you provided us.

Email address

Online reference number (ORN)

[Forgotten your ORN?](#)

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

If you have forgotten your ORN, select **Forgotten your ORN?**

You will then see the below screen. Complete the details below and select **Submit**.

Forgotten ORN

Please enter the email address and applicant details which you provided when you last saved or completed your application.

Email address

First Given Name

Family Name

Submit

The **ORN** will then be emailed to you. Once you receive the email you can use the ORN to resume your application.

Check your order status

Resume Application

Resume a saved form

Check your order status

If you have previously successfully submitted your online application, you can check the progress of your application by selecting **Check your order status** from the Online Forms homepage.

You will then see the **Check your order status** screen.

Enter your **Email Address** and **Online reference number (ORN)**.

Select **I'm not a robot**.

If you have forgotten your **ORN**, see slide 6.

The screenshot shows the 'Check your order status' page. At the top is the NSW Government Justice Registry of Births Deaths & Marriages header with 'Home' and 'Help' links. The main heading is 'Check your order status'. Below it is a paragraph: 'To view the status of your application, you will need to enter the Online Reference Number (ORN) which was provided when you submitted the application. This ORN was also sent to the email address you provided us.' There are two input fields: 'Email address' with the value 'john.citizen@gmail.com' and 'Online reference number (ORN)' with the value 'B6564995865'. Below these is a link 'Forgotten your ORN?'. A reCAPTCHA widget is present with the text 'I'm not a robot' and a checkbox. At the bottom is a 'Submit' button.

Check your order status

NSW Justice Registry of Births Deaths & Marriages

Home Help

Check your order status

To view the status of your application, you will need to enter the Online Reference Number (ORN) which was provided when you submitted the application. This ORN was also sent to the email address you provided us.

Email address
john.c

Online reference number (ORN)
B6564995865

Forgotten your ORN?

☐ Submit

Select all images with a store front.

Reference Number (ORN) which was provided when you submitted the application.

VERIFY

You will see a similar screen to the one on the left. Select the images as instructed. An example is **Select all images with a shop front**. Then select **Verify**.

Once you have completed the image selection (known as Captcha), then select **Submit**. You will then see the below screen and can view your application status.

NSW Justice Registry of Births Deaths & Marriages

Home Help

Check your order status

To view the status of your application, you will need to enter the Online Reference Number (ORN) which was provided when you submitted the application. This ORN was also sent to the email address you provided us.

Email address
john.citizen@gmail.com

Online reference number (ORN)
B6564995865

Forgotten your ORN?

☒ I'm not a robot

Submit

NSW Justice Registry of Births Deaths & Marriages

Home Help

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B4202213097

Your application status

Your application has been submitted and we are currently validating your Proof of Identity documents

YOUR ORDER DETAILS

APPLICATION

Application Type
Birth Certificate - Ordinary

Priority
No

View printer friendly application form

SUBJECT DETAILS

Family Name
Citizen

First Given Name
John

Check your order status

Home Help

Application for a Birth Certificate

ONLINE REFERENCE NUMBER
B4202213097

Your application status

> Your application has been submitted and we are currently validating your Proof of Identity documents

YOUR ORDER DETAILS

APPLICATION

Application Type
Birth Certificate - Ordinary

Priority
No

[View printer friendly application form](#)

SUBJECT DETAILS

Family Name
Citizen

First Given Name
John

STATUS

Type	Quantity	Status
Birth Certificate - Ordinary	1	Received

COMMUNICATION

Date Sent	Subject	Attachment
17/11/2016 08:26	Tax Receipt	Download

You can now see your application status on this screen.

When checking your order status you may see the following statuses:

- Submitted
- Received
- More Info Required
- Dispatched
- Cancelled

Order Status

- Submitted** – Your application was successfully submitted.
- Received** – The Registry has received your application and will be processed shortly.
- More Info Required** – An email has been sent to you requesting further information or documents
- Dispatched** – The certificate has been sent to you.
- Cancelled** – You have requested the application to be cancelled or you are not entitled to the certificate requested.