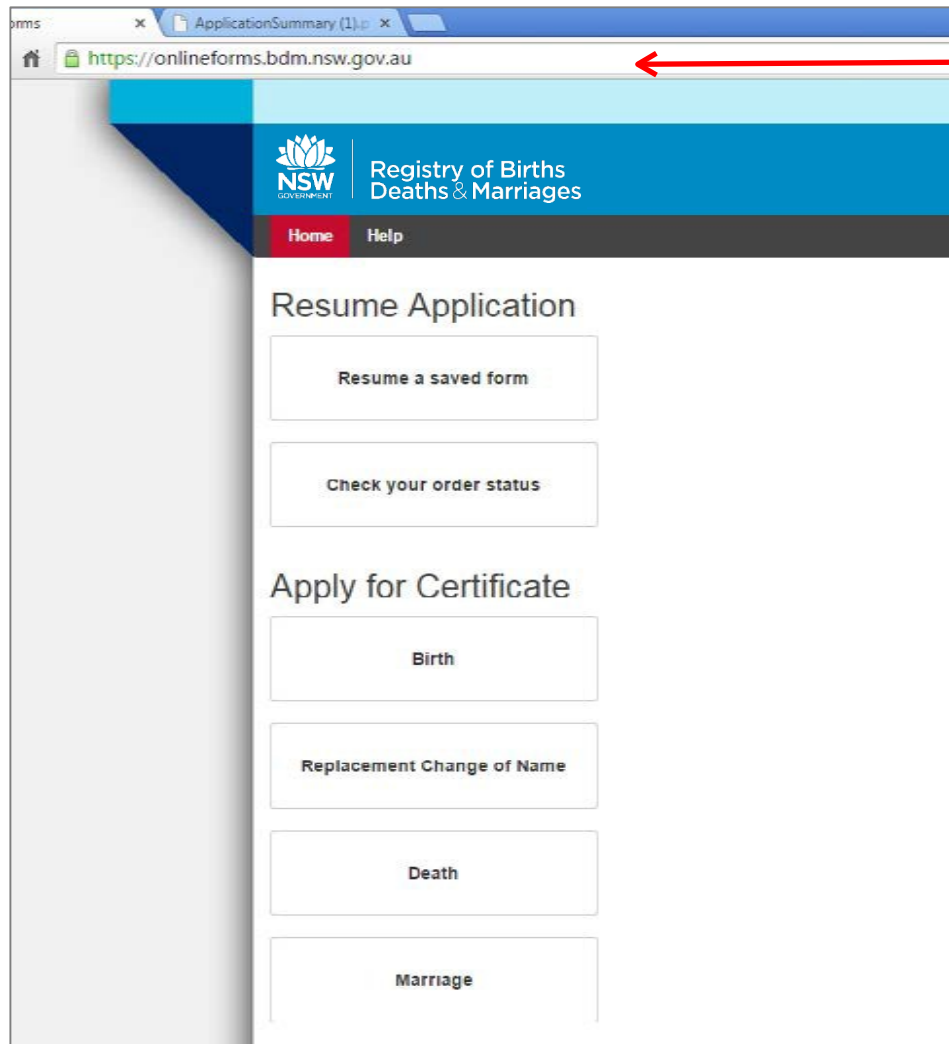


# Help Guide

**Resume application and check  
your order status...**

# Getting started



In your web browser enter:  
onlineforms.bdm.nsw.gov.au

You will see the page at left.

Suggested web browsers:

- 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 homepage you can:

- Resume a saved form
- Check your order status

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

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

# Resume a saved form

NSW GOVERNMENT | 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

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 the form.

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

# Resume a saved form

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. This ORN was also sent to the email address you provided us.

Email address

Online reference number (ORN)

Forgotten your ORN?

Select all images with a store front.



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 complete the image selection, click **Submit**. You will see the below screen and can continue.


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 

NSW GOVERNMENT | 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

**Birth Details**

Use this application to apply for a birth certificate for a person born or has had an adoption registered in NSW. To apply for a birth certificate for a newborn baby, please complete the birth registration form supplied by the hospital and post it to the Registry. For any assistance, please call 13 77 00.

PLACE OF BIRTH

Born or Adoption Registered in NSW  
 Yes  No

Place of Birth in NSW

DETAILS OF PERSON REGISTERED ON THE BIRTH CERTIFICATE



# Have you forgotten your Ref No?



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) 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 Online Ref No, select: **Forgotten your ORN?**

You will then see the screen below. Complete the details 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 previously successfully submitted your online application, select:  
**Check your order status**  
from the Home page.

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


### Check your order status

To view the status of your application, you will need to enter the Online Reference Number (ORN) which 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 

[Privacy](#) [Terms](#)

**Submit**

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

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



# Check your order status

Check your order status


To view the app...

Email address: john.c...

Online Reference Number (ORN) which was provided when you submitted the application: B6564995865

Reference Number (ORN) which was provided when you submitted the application: [input field]

Select all images with a store front.



Submit

VERIFY

Your screen will be similar to the left. Select the images as instructed. An example is **Select all images with a shop front**. Then click **Verify**.

Once you have completed the image selection, **Submit**. You will see the screen below and can view status.

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

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 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	<a href="#">Download</a>

You can now check status on this screen.

## Order Status

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