



**Coroners Court of Queensland
APPLICATION FOR ACCESS TO CORONIAL DOCUMENTS**

DETAILS OF APPLICANT	
Name	
Agent and firm name (if applicable) – please attach signed authority from family member or interested party	
Relationship to deceased (if any)	
Email address	
Postal address	
Contact phone number	
Proof of identification and relationship documentation provided. Please note – this documentation must be attached to the application. See website for details: https://www.courts.qld.gov.au/courts/coroners-court/access-to-coronial-documents	
DETAILS OF DECEASED	
Surname	
Given name(s)	
Date of death (or suspected death) Please note - To seek access to coronial documents relating to deaths older than 36 years , please contact Queensland State Archives – phone: 1300 366 430 or website: www.archives.qld.gov.au	
Place of death (or suspected death)	
DETAILS OF RECORDS SOUGHT	
<input type="checkbox"/> Autopsy report (this is a very detailed medical report about the results of the autopsy. It may take up to 18 months for this report to be available.)	
<input type="checkbox"/> Toxicology certificate	
<input type="checkbox"/> Findings (this is the final report by the coroner after all investigations are completed. It details the cause and circumstances of the death).	
<input type="checkbox"/> Other – please specify _____	
Please note – death certificates are not issued by the Coroners Court of Queensland. Enquiries about death certificates should be directed to the Registry of Births, Death and Marriages – phone: 1300 366 430 or website: https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/death-certificates .	
Please note - all enquiries about inquest transcripts and recordings should be made directly to the Recording and Transcription Services Team. Phone: 1800 842 122 Email: RTS@justice.qld.gov.au Website: Transcripts and recordings Queensland Courts	
CATEGORY OF REQUEST: I AM	

- Immediate member of the deceased person's family** (e.g. spouse, adult child, parent or sibling)
- An interested party** (claiming to have sufficient interest)
- A statutory body** (for the purpose of exercising a statutory function)
- Other** – please specify _____

If you are not an immediate member of the deceased person's family – please provide reason(s) for your request below.

The coroner may consent only if -

(a) the coroner is satisfied the person has a sufficient interest in the document; or

Example—

A person with a sufficient interest in an investigation document might include—

(a) an immediate member of the deceased person's family; or

(b) for a document that is relevant to assessing a potential threat to public health, the health chief executive.

(b) the coroner—

(i) considers the access is in the public interest; and

(ii) to the extent practicable, has consulted with and had regard to the views of a family member of the deceased person.

REASON(S) FOR REQUEST:

FEES		
Investigation documents	<p>First copy \$3.15 per page</p> <p>Maximum cost (first copy) \$81.35</p> <p>Additional copy \$0.70 per page</p> <p>Maximum cost (additional copy) \$32.45</p>	<p>Fees may be waived if:</p> <ul style="list-style-type: none"> you are a family member. Please refer to schedule 2 dictionary of the Coroners Act 2003 for definition of a family member; you hold a health care card or pensioner concession card issued under the <i>Social Security Act 1991</i>. you hold a pensioner concession card issued by the Commonwealth Department of Veteran's Affairs <p>If you are seeking a fee waiver, please enclose a copy of the health/pensioner concession card with your application.</p> <p>Please note - that inquest findings and recommendations and some non-inquest findings of interest to the community may be found on the Coroners Court of Queensland website: https://www.courts.qld.gov.au/courts/coroners-court/findings</p>

Please send the completed form and proof of identification and relationship to deceased documentation to:

Email: state.coroner@justice.qld.gov.au

Mail: Coroners Court of Queensland
GPO Box 1649
BRISBANE QLD 4001

The Coroners Court of Queensland collects personal information from you, including information about your, name, email address, address, telephone number and date of birth. We collect this information to make a determination about your application for coronial documents. We only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.