



Coroners Court of Queensland APPLICATION FOR ACCESS TO CORONIAL DOCUMENTS

DETAILS OF APPLICANT	
Name	
Relationship to deceased	
Agent and firm name (if applicable) Please provide the applicant's signed authority	
Email address	
Postal address	
Contact phone number	
Proof of identity and relationship (This documentation must accompany your application. https://www.coronerscourt.qld.gov.au/resources/accessing-coronial-documents).	
DETAILS OF DECEASED	
Surname	
Given name(s)	
Date of death (or suspected death) Death records older than <u>36 years</u> may be accessed via Queensland State Archives: Phone: 1300 366 430 Website: www.archives.qld.gov.au	
Place of death (or suspected death)	
RECORDS SOUGHT	
<input type="checkbox"/> Findings The final report issued by the coroner detailing the cause and circumstances of the death after all investigations have been completed.	
<input type="checkbox"/> Autopsy Report A detailed medical document reporting post-mortem examination results which can take up to 18 months to complete.	
<input type="checkbox"/> Toxicology Certificate	
<input type="checkbox"/> Other - please specify: _____	

CATEGORY OF REQUEST: I AM

- An immediate member of the deceased'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 excising a statutory function)
- A media professional or journalist from a recognised media outlet:**
Please submit your application to Media.Relations@justice.qld.gov.au
- Other - please specify:** _____

If you are not an immediate family member you must provide the reason(s) for your request:

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.

PLEASE NOTE

- **Inquest transcripts** and recordings may be accessed through Queensland Courts Recording and Transcription Services:
Phone: 1800 842 122
Website: [Transcripts and recordings | Queensland Courts](https://www.courts.qld.gov.au/services/transcripts-and-recordings)
(<https://www.courts.qld.gov.au/services/transcripts-and-recordings>)
- **Death certificates** may be accessed through the Registry of Births, Deaths and Marriages:
Phone: 13 74 68
Website: [Death certificates | Queensland Government](https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/death-certificates)
(<https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/death-certificates>)
- **Death records older than 36 years** may be accessed through Queensland State Archives
Phone: 1300 366 430
Website: www.archives.qld.gov.au
(<https://www.qld.gov.au/recreation/arts/heritage/archives>)

FEES

First copy: \$3.15 per page	Maximum cost (first copy): \$81.35
Additional copy: \$0.70 per page	Maximum cost (additional copy): \$32.45

Fees may be waived if:

- 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 *Social Security Act 1991*.
- you hold a pensioner concession card issued by the Commonwealth Department of Veteran's Affairs

If you are seeking a fee waiver, please enclose a copy of the health/pensioner concession card with your application.

SEND YOUR APPLICATION AND SUPPORTING DOCUMENTS TO:

Email: CoronersCourt@justice.qld.gov.au

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

Media applicants please email: Media.Relations@justice.qld.gov.au

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.