

## Coroners Court of Queensland

### APPLICATION FOR ACCESS TO CORONIAL DOCUMENTS

DETAILS OF APPLICANT	
<b>Name</b>	
<b>Relationship to deceased</b>	
<b>Agent and company name</b> (if applicable) <i>Please attach signed authority from family member or interested party.</i>	
<b>Email address</b>	
<b>Postal address</b>	
<b>Contact phone number</b>	
<b>Proof of identity and relationship</b>  <i>This documentation <b><u>must</u></b> accompany your application.</i>  <u>If the name on your identification document differs to the name on your relationship document, a formal change of name document is also required.</u>  <a href="https://www.coronerscourt.qld.gov.au/resources/accessing-coronial-documents">https://www.coronerscourt.qld.gov.au/resources/accessing-coronial-documents</a>	<input type="checkbox"/> <b>Identification</b> <i>(e.g. full birth certificate, Australian passport, Australian Citizenship Certificate, current Centrelink or Social Security Card)</i>  <input type="checkbox"/> <b>Relationship</b> <i>(e.g. birth certificate/s, evidence of Child Support payments, household bills)</i>
DETAILS OF DECEASED	
<b>Surname</b>	
<b>Given name(s)</b>	
<b>Date of death</b>	
<b>Place of death</b>	
RECORDS SOUGHT	
<input type="checkbox"/> <b>FINDINGS</b> <i>The final report issued by the coroner detailing the cause and circumstances of the death after all investigations have been completed.</i>	
<input type="checkbox"/> <b>AUTOPSY REPORT</b> <i>A detailed medical document reporting post-mortem examination results which can take up to 18 months to complete.</i>	
<input type="checkbox"/> <b>TOXICOLOGY CERTIFICATE</b>	
<input type="checkbox"/> <b>Other (please specify):</b> _____	

## 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](mailto: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/certificates/applying-for-a-death-certificate)  
(<https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/certificates/applying-for-a-death-certificate>)

## FEES

**First copy: \$3.25 per page**

**Maximum cost (first copy): \$84.10**

**Additional copy: \$0.70 per page**

**Maximum cost (additional copy): \$33.55**

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](mailto: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](mailto: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*.