

# Request for access to **individual coronial records**

## **When to use this form**

**Use this form to request copies of the coronial record after the coronial process is completed and the case is closed.**

If you have questions about a *current case* please talk to the local coroner's office.

If you are after *coroners' findings*, these are publicly available, so you do not need to fill out this form. Just contact the Operations Manager (details in Step 4) with the full name and the date of death for the person who died.

## **What you can request**

The documents on a closed coronial file can include:

- coroners' findings
- witness statements
- expert reports
- post mortem report
- toxicology report (this contains the results of any toxicology tests performed).

As these documents contain highly sensitive and very personal information, we may not be able to release some or all of the information requested. If this is the case we will let you know what information has been withheld and why.

## **Privacy statement**

The personal information you provide on this form will only be disclosed, used and stored in relation to this request for information. You are entitled to ask to see any information we hold about you and ask to have it corrected, if needed.

## Step 1 Give us your details

Name \_\_\_\_\_

Contact phone numbers \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How would you like to receive copies of documents from Coronial Services?**

email  post  other \_\_\_\_\_

**If you are not a member of the immediate family, we may need to know why you want information.**

Are you are a member of the immediate family?

Yes. My relationship to the person who died is \_\_\_\_\_

No. To help us respond to your request, tell us why you want this information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Step 2 Give us the details of the person who died

Full name of person who died \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_

Place of death \_\_\_\_\_

Coronial file number (if known) \_\_\_\_\_

Archives file number (if applicable) \_\_\_\_\_

Full name of person who died \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_

Place of death \_\_\_\_\_

Coronial file no. (if known) \_\_\_\_\_ Archives file no. (if applicable) \_\_\_\_\_

Full name of person who died \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_

Place of death \_\_\_\_\_

Coronial file no. (if known) \_\_\_\_\_ Archives file no. (if applicable) \_\_\_\_\_

Full name of person who died \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_

Place of death \_\_\_\_\_

Coronial file no. (if known) \_\_\_\_\_ Archives file no. (if applicable) \_\_\_\_\_

Full name of person who died \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_

Place of death \_\_\_\_\_

Coronial file no. (if known) \_\_\_\_\_ Archives file no. (if applicable) \_\_\_\_\_

Full name of person who died \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_

Place of death \_\_\_\_\_

Coronial file no. (if known) \_\_\_\_\_ Archives file no. (if applicable) \_\_\_\_\_

## Step 3 Tell us about the information you want

You can list the documents that you'd like copies of and/or ask us what information we have.

### 1. Please tell us which documents you want

- complete coronial file      or     coroners' findings
- witness statements
- expert reports
- post mortem report
- toxicology report

other. Please provide details:

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If you don't know which documents you need, please give examples of the type of information you want.

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### 2. Would you like us to tell you what information is available on the file?

Yes. Please contact me by:

phone     email     other \_\_\_\_\_

## Step 4 Send in this form

### Post or email in this form

Operations Manager | Coronial Services of New Zealand  
DX SX10044 | Wellington  
coronial.information@justice.govt.nz

### What happens next?

You can expect to hear from us within 20 working days.