

APPLICATION FOR ACCESS TO CORONIAL DOCUMENTS

DETAILS OF APPLICANT	
Name	
Agent and firm name (if applicable) (please attach signed authority from senior next of kin or interested party)	
Relationship to deceased (if any)	
Postal address	
Email	
DETAILS OF DECEASED (if applicable)	
Surname	
Given name(s)	
Date of death (or suspected death) NB: Enquiries about deaths prior to 1963 should be directed to the State Archives – www.records.nsw.gov.au	
Place of death (or suspected death)	
DETAILS OF FIRE (if applicable)	
Location of fire	
Name of Institution/Business (if applicable)	
Date of fire	
Police Event no. (if known)	
DETAILS OF DOCUMENTS SOUGHT	
<input type="checkbox"/>	Full brief of evidence (all police reports and witness statements)
<input type="checkbox"/>	Police officer-in-charge(OIC) statement (which summarises the evidence in the brief)
<input type="checkbox"/>	Autopsy report (note that there may be a delay of up to 12 months before this report is available)
<input type="checkbox"/>	Transcript of the inquest/ inquiry (please indicate date(s)): _____
<input type="checkbox"/>	Findings/ recommendations/ reasons for dispensing
<input type="checkbox"/>	Other (please specify): _____
NB: Death Certificates are not issued by the Coroner. Enquiries about Death Certificates should be directed to the Registry of Births Deaths and Marriages (Ph: 13 77 88) & should accompany this form if the death occurred between the years 1964 to 2000.	
CATEGORY OF REQUEST: I am	
<input type="checkbox"/>	The senior next of kin
<input type="checkbox"/>	An interested party (claiming to have sufficient interest)
<input type="checkbox"/>	A statutory body (for the purpose of exercising a statutory function)
<input type="checkbox"/>	A member of the police force (for law enforcement purposes)
<input type="checkbox"/>	A person who is conducting research approved by an appropriate human research ethics committee (attach supporting documents)
<input type="checkbox"/>	A member of the media and the records are required for the public interest
<input type="checkbox"/>	Other (please specify): _____

IF YOU ARE NOT THE SENIOR NEXT OF KIN, PLEASE PROVIDE REASON(S) FOR YOUR REQUEST

FORM OF ACCESS

- I wish to obtain a copy of the relevant documents
- I wish to inspect the records in the court registry

SIGNATURE

Signature	
Date	

FEES

Exemptions	The senior next-of-kin (SNOK) is exempt from paying fees for access to documents in current coronial matters. They are only charged if they have already been provided with a copy of the documents, or if the request relates to a finalised matter which needs to be called in from the Government Records Repository (GRR).
Surcharge for older records	A surcharge is payable if the application relates to records more than 2 years old as these are not kept on-site at Glebe but at the GRR. The surcharge is in addition to any other fees payable and the current fee to obtain archived records is \$14 per box. Some larger coronial matters are held in more than one repository box.
Full brief of evidence	\$13 for the first 20 pages (minimum fee) & \$7 for each 10 pages thereafter
Police OIC statement	\$13 for the first 20 pages (minimum fee) & \$7 for each 10 pages thereafter
Autopsy report	\$13 for the first 20 pages (minimum fee) & \$7 for each 10 pages thereafter
Transcript	Where under 3 months - \$87 for the first 8 pages & then \$11 per page thereafter Where over 3 months - \$107 for the first 8 pages & \$12.50 per page thereafter
Findings and/or recommendations/ reasons for dispensing	All coronial findings from 2014 onwards are on our website - www.coroners.justice.nsw.gov.au For findings older than this there is a charge of \$13 for the first 20 pages (minimum fee) & \$7 for each 10 pages thereafter. Reasons for dispensing are \$13 (minimum fee).
Goods & Services Tax	Court fees are exempt from GST.
Waiver	Fees may be waived in certain circumstances. For more information and the relevant form, please refer to our website http://www.localcourt.justice.nsw.gov.au/Pages/forms_fees/fees.aspx

SEND APPLICATIONS TO

Mail	The Local Court to which the Coroner was attached who determined the cause and manner of death. For a full list of NSW Courts go to http://www.localcourt.justice.nsw.gov.au/Pages/contact_us/court_locations/court_locations.aspx If you are unsure which Court this is, please obtain a death certificate from the Registry of Births, Deaths and Marriages which should indicate this Court, and send your application directly to that Court. If you are still unsure, the application can be sent to the NSW State Coroner's Court, 44 Parramatta Road, Glebe NSW 2037.
Email	local-court-glebe@justice.nsw.gov.au or via email to the applicable Court as per the link above
Date form modified:	5 January 2017

Office use only:

APPROVED **INVOICE**

REFUSED
Reasons for refusal:
