



CHEROKEE COUNTY CORONER'S OFFICE

411 Chattin Drive • Canton, GA 30115

Sally Sims, Coroner

678-493-4136

Open Records Request

Pursuant to the Georgia Open Records (O.C.G.A. § 50-18-70 et seq.), I am requesting the following records:

Report #'s (How many copies of reports?)

Medical Examiner Reports _____

(this includes autopsy)

Coroner's Report _____

Medical Records _____

Would you like records mailed _____ or emailed _____

****DISCLAIMER****

No reports/records can be sent on an on-going open investigation.

Name of Person Requesting Report: _____ Date of Birth of Decedent: _____

What is your relationship to the decedent? _____

Decedent's Name: _____ Date of Death: _____

Location of Occurrence: _____

STATUS OF REQUESTING PARTY (CHECK ONE):

1. PARENT OR GUARDIAN OF DECEDENT _____

2. AUTHORIZED REPRESENTATIVE/NEXT OF KIN OF DECEDENT _____

3. INSURANCE CARRIER _____

8. INTERESTED PARTY (SPECIFY) _____

Are there any juveniles involved in the report? Yes _____ No _____

****REASON FOR REQUEST (BE SPECIFIC):** _____

****DISCLAIMER****

All report requests MAY be reviewed by the Coroner prior to release

I declare under penalty of perjury that I am the party of interest as checked above:

SIGNATURE: X _____ **DATE:** _____

Daytime phone # _____

Additional phone # _____

Email Address: _____

Mailing Address: _____

If for a business, name of business: _____



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*****OFFICE USE ONLY*****

Request Taken by: _____ Date: _____
Release Authorized by: _____ Date: _____
Report Released by: _____ Date: _____

Directions:

Please complete the open records request form and return to the following email address:

Sasims@cherokeecountyga.gov

We appreciate your willing to pay this invoice, your open records request will be processed and sent to you via email/mail.

Allow 3 business days from receipt of payment to gather the requested information.

Check, Money Order, or Cash will be accepted.

If making a cash payment; you must call 678-493-4136 to set up an appointment to make this payment.

If you have any questions, please contact the Coroner's office at 678-493-4136