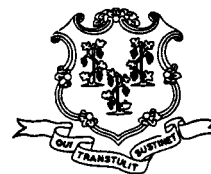


STATE OF CONNECTICUT
OFFICE OF THE CHIEF MEDICAL EXAMINER
11 Shuttle Rd., Farmington, CT 06032-1939
Telephone: (860) 679-3980 Fax: (860) 679-1257



How to obtain copies of Death Certificates and Medical Examiner Reports

Death Certificates:

The Office of the Chief Medical Examiner cannot provide copies of death certificates. Copies of death certificates must be obtained from the Registrar of Vital Statistics of the town in which the death occurred.

A death certificate may list the cause of death as “Pending Further Study” or “Pending Further Investigation”, as more information is needed to complete the case. When the final cause (or manner) of death is determined, the Office of the Chief Medical Examiner will file an amended certificate with the Registrar of Vital Statistics in the town of death. Copies of the amended death certificate may also be obtained from the Registrar of Vital Statistics in the town of death.

Medical Examiner Reports:

Copies may be obtained by completing the form on the reverse side, or sending a written request to Medical Records Unit, Office of the Chief Medical Examiner, 11 Shuttle Rd., Farmington, CT 06032. Your request must include:

- Your name, address and telephone where you can be reached;
- Name of deceased and date of death;
- ME case # (bottom right hand corner of this document)
- Your relationship to the deceased;
- The signature of the requesting party.

Do not enclose payment with your initial request. In most cases, we can complete the autopsy studies and reports within six to ten weeks after the date of death. When your request is received, you will be advised, in writing, of the status of the report. If the report **is complete**, you will receive an invoice stating the amount due. Reports typically range from four to seven pages. The charge is \$2.13 per page. Add \$5.32 if you require a true copy certification. Reports are usually mailed within 24 hours of receipt of the required fee. If the report **is not complete**, we will acknowledge your request and notify you as soon as it is complete.

You may contact the Medical Records Unit, twenty four (24) hours every day, at 860-679-3980, extension 8660. Press “3”. If staff is unavailable to take your call, leave your name and phone number where you can be reached. We make every effort to return your call within one business day.

REQUEST FOR COPY OF AUTOPSY REPORT

Date: _____

Your Name: _____

Address: _____

City, State: _____

Zip Code: _____

Telephone: _____

I request a copy of
the autopsy report of: _____

Date of Death: _____

My relationship to
the deceased: _____

Your Signature: _____

Send this request to: Medical Records Unit
 Office of the Chief Medical Examiner
 11 Shuttle Rd
 Farmington, CT 06032

We will notify you when the requested records are available. You may contact the Medical Records Unit, twenty four (24) hours a day, at 860-679-3980, extension 8660. Press “3” to leave your name and phone number of where you can be reached. It is our goal to return your call within one business day.