

General Inquiry/Sunshine Request

This form is used when members of the public or the media request a **case/coroner's report**. Any record containing **Protected Health Information** will be redacted in compliance with HIPAA, and you **will still be charged** for that record. **Autopsy and toxicology reports are closed records intended only for the deceased's legal next of kin.** For that reason, a **Coroner Report** may be requested, in lieu of a **Case Report**, which includes only the details that are pertinent to death and open to the public. These record requests are **not for insurance or litigation use.** Each page will be marked with that disclaimer.

To request a report, please complete the form below and submit a copy of a valid state-issued driver's license or identification card. **Other forms of identification are not accepted.** To be considered valid, it must reflect your current address, **not expired**, and match the name you are using on the submission form.

Once completed, the form may be submitted to the **Polk County Coroner's Office during regular business hours or faxed, emailed, or mailed directly to the coroner's office at 102 E Broadway St., Box 10, Bolivar, MO 65613.** Once we receive your request, we will contact you to provide a timeframe for releasing the records and to verify whether you will pick them up at our office or if we will email them via encryption, requiring identification and a signature.

Please keep the following in mind when making your request.

1. These records are not for use as insurance or legal proceedings and will be marked accordingly.
2. When making the request, you must submit a valid state identification, such as a driver's license.
3. Members of the media should submit a business card or company letterhead.
4. Once our office receives the request, you will be contacted regarding when the records will be ready for release.
5. Records may be limited or not released until adjudicated if this is an open or criminal case.

If you have any questions, please contact our office before completing the request.

Fee Explanation

Section 610.026.1(1), RSMo, allows a public governmental body to charge up to 10 cents per page for standard paper copies, the average hourly rate of pay for clerical staff to duplicate documents, and the actual cost of research time to fulfill the request. This provision also requires that the public governmental body use the lowest-salaried employees capable of searching, researching, and copying the records. Fees for accessing records on other media or non-standard paper copies shall reflect the actual cost incurred. The requester may wish to ask for a breakdown of the costs associated with the request to determine how the public governmental body arrived at the final charge.

610.205. Crime scene photographs and video recordings are closed records when disclosure to next of kin or by court order is inapplicable. - **1.** Crime scene photographs and video recordings, including photographs and video recordings created or produced by a state or local agency or by a perpetrator or suspect at a crime scene, which depict or describe a deceased person in a state of dismemberment, decapitation, or similar mutilation including, without limitation, where the deceased person's genitalia are exposed, shall be considered closed records and shall not be subject to disclosure....

.10 per page plus 2 hours to locate, copy, redact, prepare, refill, and deliver; plus, actual time to research, plus 2% of the actual cost of autopsy or toxicology conducted, or \$150 maximum for standard record request.

Effective July 10, 2026

Average Cost per Request

Case Report	\$41.50
Case Report with Toxicology Only	\$100.00
Case Report with Autopsy and Toxicology	\$125.00
Coroner Report	\$41.50
Report Preparation and Postage	\$15.00

Make All Checks Payable to “The Polk County Coroner”