



## Minnehaha County Coroner/Medical Examiner Office

1305 W. 18<sup>th</sup> St.  
P.O. Box 5134  
Sioux Falls, SD 57117

Office: 605-333-1730  
Fax: 605-333-1966  
800-424-0564

### REQUEST FOR CERTIFIED COPY

Requests should be made in writing on this form or by letter. Mail request(s) to:  
**Minnehaha County Commission Office, 415 N. Dakota Ave, Sioux Falls, SD 57104**

County Resolution MC 11-57 provides that final reports of the Minnehaha County Coroner's Office are available on request upon the payment of the prescribed fee, currently **\$10.00. This fee is non-refundable.** Enclose money order or check with request. *Please DO NOT send cash.*

**If you are the decedent's next of kin, please reach out directly to the Minnehaha County Coroner's Office at 605-333-1730 to receive a certified copy at no cost.** A final report of the Minnehaha County Coroner's Office is not public record if there is a pending criminal investigation or judicial proceeding. If, for any reason, the requested information is not currently public record, your request and check or money order will be returned.

Requests for copies of an entire case file, photographs, etc. require a subpoena from a court of proper jurisdiction and additional fees are charged. Minnehaha County Resolution MC 11-57 lists all applicable fees for these types of records.

All requests should include the following information: (\* indicates required information.)

\* DECEDENT'S NAME: \_\_\_\_\_

\* DATE OF BIRTH: \_\_\_\_\_

\* DATE OF DEATH: \_\_\_\_\_

MINNEHAHA COUNTY CORONER CASE NUMBER (if known): \_\_\_\_\_

\* NAME AND MAILING ADDRESS OF INDIVIDUAL OR COMPANY REQUESTING THE CERTIFIED COPY AND TO WHOM THE COPY SHOULD BE MAILED:

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Enclose a separate **money order or check** for each case. *Please DO NOT send cash.*

Make money order or check payable to **MINNEHAHA COUNTY TREASURER.** This form and payment must be sent to: **Minnehaha County Commission Office, 415 N. Dakota Ave, Sioux Falls, SD 57104**

Once the funds have cleared, a copy of the requested report will be mailed to the requestor. Copies will **not** be faxed or sent via email.