#### Conflict-related inquest records at PRONI

PRONI has the inquest records of over 3,000 people who died as a result of the conflict.

However, we do not have the records of all the inquests during the period of the troubles.

#### How can I find out if PRONI has the inquest record of a particular person?

To find out if PRONI has the inquest record of your loved one, you can search PRONI's catalogue on www.proni.gov.uk by inserting the person's name and the word "inquest".

If you prefer, you can email or write to PRONI to ask if we have the inquest record. Please tell us the person's full name. It is helpful if you also tell us the date the person died, their last address or the date of their inquest.

We will reply to let you know we have received your email or letter and whether we have the inquest record you are looking for.

Alternatively, you are welcome to come to PRONI where staff will be pleased to help you.

### How can I get a copy of a conflict-related inquest report?

To ask for a copy of an inquest record, you must email or write to PRONI telling us the person's full name.

If you have traced the person's inquest on the PRONI catalogue, please tell us the PRONI Reference Number. Otherwise, it is helpful if you tell us the date of the person's inquest, the date on which they died or their last address.

We will reply to let you know that we have received your email or letter.

We will also invite you to sign an Undertaking to say that you will keep the copy of the inquest record safe and you will not publish it without permission.

If you decide not to sign the Undertaking, we will deal with your request under the Freedom of Information Act 2000. This means that a copy of the information we give you will be available at PRONI for other people to see.

We at PRONI will be happy to talk through the options with you before you decide what you want to do.

## Can someone else request the conflict-related files on my behalf?

Many people find it easier to ask a relative, friend, lawyer or a voluntary body to request conflict-related records from PRONI on their behalf. They will also have to sign an undertaking.

We deal with all requests in the same way, regardless of who makes the request.

#### Will I get everything which is in the inquest record?

PRONI will give you as much of the inquest record as it can.

However, there is often information in inquest records which we cannot give you.

Many inquest records contain information about other people, like people who helped at the scene or people who saw what happened. To protect their privacy, information which could identify them will be blanked out of the copy of the record that we give to you.

Some inquest records contain details and images which could be particularly distressing. We will blank these out too.

## How long will it take to get a copy of the inquest record?

The process of reviewing and consulting on the records is painstaking and time consuming. For everyone's sake, it is crucial that the right decisions are made.

It may take some months for PRONI to provide a copy of an inquest record that you have requested.

PRONI consults the Department of Justice and the Northern Ireland Office about the information which may be released.

The final decision is made by the Minister of Culture, Arts and Leisure who is the Minister responsible for PRONI and identified in law as the Keeper of the Records.

# How will PRONI arrange for me to get a copy of the inquest record?

If you have asked a lawyer or voluntary body to help we will give them the record to pass on to you.

If you made the request yourself, we will arrange with you a time when you can come to PRONI to collect the record. You may find it helpful to bring someone with you for support.

If you cannot come to PRONI we will agree alternative arrangements with you.

We must be sure that we are giving the file to the right person, so when we meet you we will ask to see photo ID and we will ask you to sign for the file.

#### Someone to talk to

Lifeline is a 24 hour telephone counselling service. It is completely confidential. It is professional and it is free. You can contact Lifeline at any time on 0808 808 8000.

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