



THE PRÉFECTURE OF POLICE

The “Institut médico-légal”

Information to families



The “Institut Médico-Légal” of Paris (Forensic Institute) receives the bodies of decedents in the following cases:

- **deaths on public roads, whether accidental or not;**
- **death in criminal circumstances or considered as suspicious;**
- **non-identified body;**
- **at the request of the family or for public health reasons.**

When the person is identified and the cause of death is not considered as suspicious, the body is kept at the “Institut Médico-Légal”, prior to its departure for the funerals.

When the cause of death is due to criminal circumstances, judicial proceedings are instituted. Depending on the result of the preliminary investigation, a post-mortem examination is requested or not by the judicial authorities. The body cannot not leave the “Institut Médico-légal” before the “permis d’inhumer” (burial permit) is issued by the magistrate in charge of the investigation.

When the identity of the person is unknown, everything is done to identify him/her: recognizance by the next-of-kin in the presence of investigators, medical investigations, etc...

During their entire stay at the “Institut Médico-Légal”, bodies are put into a cold room.



■ What is an autopsy?

An autopsy is an examination carried out by an expert in forensic medicine at the request of a judicial authority. The internal and external examination of the corpse aims at determining the causes of death.

In certain cases, additional examinations are necessary: radiological examinations, microscopic examination of various organs, toxicological examinations, biological tests; scientific police examinations, etc. The samples are sealed and kept at the “Institut Médico-Légal” as long as required.

■ Why is an autopsy requested by the Judicial authorities?

An autopsy is carried out systematically in cases of criminal or suspicious death. It is also requested to establish the causes of death, to determine if it was natural or not and to specify the possible links of causality with a disease, an accident or a crime.

■ Is it possible to obtain the findings of the autopsy?

After the autopsy, the expert in forensic medicine writes a report and hands it over to the magistrate who appointed him/her. The family can obtain the conclusions of this report by writing directly to the Magistrate. The expert in forensic medicine is not entitled to communicate this information.

■ What happens to clothing and valuables?

The clothes worn by the decedent upon his (her) arrival at the “Institut Médico Légal” are returned to the family, except when the procedure requires to have them sealed.

They can be destroyed for sanitary reasons if necessary.

If the family wishes to provide clothes to dress the body before it is placed in a coffin, these must be deposited by the family at the desk of the “Institut Médico Légal” 24 hours before the disposal of the remains.

Valuables found on the body are sealed and registered with the competent clerk of the Court’s offices (“Grefe du Tribunal de Grande Instance”), “Bureau des restitutions” (department of restitutions), where they will be returned to families.

■ Persons who donate their bodies to Medical Science

These persons are transported to the Faculty of Medicine, which is the beneficiary of this donation. The transportation between the “Institut Médico-Légal” and the Faculty of Medicine is at the expense of the family ; the transportation must be previously declared, in writing, to the Mayor of the place of death or disposal. In Paris, this statement is to be sent to the Funeral Operations’ Section (“Section des Opérations Mortuaires”) of the Prefecture of Police.

■ By what means should corpses be transported from the “Institut Médico-Légal”?

- By private funeral directors who can also take care of the administrative procedures whatever the place of burial.
- By the family itself, who can take care of all the administrative paperwork. The transportation of a body in a coffin can only be made in an authorized vehicle.
- The choice of the funeral director belongs to the family, as well as the method of burial. The “Institut Médico Légal” offers to all the religious communities the possibility to ensure the respect of different rites. Cleansing of the decedents is carried out by religious persons having made an application to the Prefecture de Police.
- A corpse deposit tax of the “Institut Médico Légal” is requested to be paid by families as well as costs for placing the body in a coffin.



■ Administrative Procedures

(to be undertaken by the families or the funeral director)

- Collect the burial permit from the 'Institut Médico-Légal': pay the fee for storage of the body and the costs for placing it in a coffin.
- Go to the municipal hall of the municipality in which the death occurred: apply for an authorisation to close the coffin in duplicate, which will be issued on presentation of the burial permit. An excerpt of the death certificate may also be given to you.
- If the burial takes place in France, but not in a Paris cemetery, or in all cases for cremations, the body transportation declaration must be sent in advance to the mortuary operations section of the Prefecture de Police. If the burial is abroad or outside Metropolitan France, the body transportation declaration must be sent in advance to the mortuary operations section of the Prefecture de Police.

12-14, quai de Gesvres - 75004 Paris

REB A B D - M 1 4 7 11 14 Châtelet

- Closing and sealing the coffin are carried out under the responsibility of the funeral director and in the presence of a member of the family. If these conditions are not met, they must be made under police supervision. To call the police, you need to go with the date and time of departure from the Institut Médico-Légal and a copy of the declaration stamped or the signed authorisation to:

L'unité de police de quartier

80, avenue Daumesnil - 75012 Paris

REB A D - M 1 14 Gare de Lyon

- The day prior to the departure, you need to present the IML secretarial office with the payment slip issued to you to carry out all the procedures.



THE "INSTITUT MÉDICO-LÉGAL": INFORMATION TO FAMILIES

■ Useful addresses and opening times

MUNICIPAL HALLS

Monday - Friday 9.00 - 17.00 and Saturdays 9.00 - 12.00

A service is provided on Saturday afternoons at the municipal hall of the 4th arrondissement
2, place Baudoyer - 75004 Paris

M 1 11 Hôtel de Ville

MORTUARY OPERATIONS SERVICE AT THE PREFECTURE DE POLICE

Monday - Thursday 9.00 - 12.00 and 14.00 - 16.30. Friday 9.00 - 12.00 and 14.00 - 16.15
12, quai de Gesvres - 75004 Paris

REB A B D M 1 4 7 11 14 Châtelet

QUINZE-VINGTS NEIGHBOURHOOD POLICE UNIT

Monday - Friday 9.00 - 20.00 continuously. Service on Saturdays and Sundays.

80, avenue Daumesnil - 75012 Paris

REB A D M 1 14 Gare de Lyon

FUNERAL DIRECTORS

The list of funeral directors registered with the Prefecture de Police is available online on the website: www.prefecturedepolice.paris
(section particulier/autres démarches/opérations mortuaires/les opérateurs habilités)

INSTITUT MÉDICO-LÉGAL DE PARIS

2, place Mazas - 75012 Paris

tél : 01 44 75 47 00 • fax : 01 44 75 47 15

REB A D M 1 14 Gare de Lyon • REB C M 5 Gare d'Austerlitz

M 5 Quai de la râpée

FOR FAMILIES

Administrative procedures

Monday - Friday 9.00 - 18.00 continuously. Saturdays 9.00 - 17.00.

Closed on Sundays and public holidays.

Telephone information 24/7 on 01 44 75 47 00

Viewing of bodies

Monday - Friday 9.30 - 11.00 and 14.30 - 17.00.

Saturday from 9.30 - 11.00 and 14.30 - 16.30.



Make your procedures easier, find out what you need to know before going

To obtain information or find out the address of the nearest reception point to you (Paris, Hauts-de-Seine, Seine-Saint -Denis and Val-de-Marne):

www.prefecturedepolice.paris

Switchboard

. 01 53 71 53 71 / 01 53 73 53 73

Administrative Procedures

. 01 58 80 80 80

ID cards, passports: Monday - Friday, 9.00 - 16.00

Driving licences: Monday - Friday, 14.00 - 16.00

Voice server (Monday - Friday, 14.00 - 16.00)

. 08 91 01 22 22 *(0,225 euro per minute)*

Topics: points d'accueil, titres d'identité et sorties du territoire, titres de séjour, fourrières (ability to know whether your vehicle has been impounded and where it is located), recrutement, permis de conduire et cartes grises, etc.

Lost property service

. 0 821 00 25 25 *(0,12 euro per minute)*

Mobile service

. Préf.Police

Practical services (location of an impounded vehicle, contact details of the police services, lost property and administrative procedures) can be downloaded for free from Apple Store, Android Market and My Windows phone.

Edition 08 2015