



# REQUEST FOR ACCESS: PERSONAL INFORMATION OF A DECEASED INDIVIDUAL

The Registrar's Office will release the transcript and other academic records of the deceased student and reserves the right to deny the request in whole or to release only part of the academic records that are requested.

The closest living next-of-kin, executor of the estate, or holder of power of attorney for the deceased may submit this form. In order to process this request, we require the following documents:

- Birth certificate of the requestor
- Death certificate of former student or alumnus
- Obituary notice

## PART 1: APPLICANT INFORMATION

Last Name(s): \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## PART 2: DECEASED'S INFORMATION

Last Name(s) of Deceased: \_\_\_\_\_ Given Name(s) of Deceased: \_\_\_\_\_

Student ID number of Deceased: \_\_\_\_\_ Relationship to Deceased: \_\_\_\_\_

## PART 3: RECORD INFORMATION

Records Requested: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

## PART 4: SIGNATURE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

Released by: \_\_\_\_\_ Date: \_\_\_\_\_