



**STATE OF NORTH CAROLINA  
OFFICE OF STATE HUMAN RESOURCES**

**JOSH STEIN**  
GOVERNOR

**STACI MEYER**  
DIRECTOR

When a state employee deceases during working hours, please obtain the following information:

Employee Information			
Name:		Date of Death:	
Agency:		Division:	
Date of Hire:	Position Title:		
Brief Job Description:		Please Provide a Few Personal Details About the Employee:	
Circumstances Surrounding Death:			
Employee's Supervisor Information			
Name:		Email:	Phone:
Next of Kin Information			
Name(s):		Address:	
Form Completed By			
Name:		Title:	
Agency:		Division:	
Email:	Phone:		Date:

Email completed form to:

- ☐ Agency Human Resources Director
- ☐ Agency Communications Director/PIO
- ☐ Seth Dearmin (Governor's Office), [seth.dearmin@nc.gov](mailto:seth.dearmin@nc.gov)
- ☐ Kyle Byrnes (OSHR), [kyle.byrnes@nc.gov](mailto:kyle.byrnes@nc.gov)
- ☐ Sierra Smith (OSHR), [sierra.smith@nc.gov](mailto:sierra.smith@nc.gov)