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
- ☐ Kyle Byrnes (OSHR), kyle.byrnes@nc.gov
- ☐ Sierra Smith (OSHR), sierra.smith@nc.gov