

Death Resolution Request Form
Office of the Secretary
HOWARD UNIVERSITY

Please email the completed form to the Office of the Secretary at:
os@howard.edu

INSTRUCTIONS: *Death Resolutions are prepared for members of the Howard University community who are **Alumni**, current and former **Employees** (faculty and staff), **Students**, **Trustees/Trustees Emeriti**, and **Friends of the University** and the **Close Relatives** (spouse, parents and children) of members of the University community by the Office of the Secretary. Resolutions are addressed to the Deceased's Next-of-Kin and signed by President Frederick. Resolutions may be presented at the funeral or memorial service by a Howard University representative upon request. Please provide all applicable information and return to the email address or fax number provided above. Thank you.*

Name of Deceased (Mr./Ms./Mrs./Dr./Other): _____

Date of Birth: ___/___/___ Date of Death: ___/___/___ Gender: M / F

Funeral/Memorial Date: ___/___/___ Date Resolution needed: ___/___/___

Funeral/Memorial Address: _____

- If the Deceased was an Alumnus or Student, please provide date(s) of Graduation and Degree(s): _____

Campus Affiliations: Organizations, Activities: _____

- If the Deceased was an Employee (Faculty or Staff) of the University, please provide: Hire Date: ___/___/___
End Date: ___/___/___ Position Title(s) and Department(s): _____

Please provide additional details about the Deceased on a separate sheet and/or by attaching an obituary or biography.



Next-of-Kin's Name and Mailing Address: (Mr./Ms./Mrs./Dr./Other): _____

_____ Phone: (____) _____

Email: _____ Relationship to Deceased (*Spouse, Parent, Child, etc.*): _____

Relationship to University, if any, (i.e., Alumnus, Employee): _____



Name of Requestor, if different from Next-of-Kin: _____ Phone: (____) _____

Email: _____ Will the Resolution be picked up? Yes No

If "No", the Resolution will be mailed to the Next-of-Kin at the address provided above unless specified here:

Mailing Address: _____

_____ Phone: (____) _____