

**Please note if you are filling in the form fields using your computer**

**Filling in the Form.** Put your cursor in the first field, enter your data, and use the TAB key to advance to the next field or SHIFT-TAB to go to the previous field. Once you have entered data in the last field, you must hit TAB one more time before printing.

**Saving Your Work.** You can fill out the form electronically, but depending on your software/computer you may not be able to save the document with the information you have entered. If that is the case, be sure to print out the completed form before exiting the document.

**Memory Cache.** The information you have entered on the form may persist for a while before it is cleared from your computer's memory.

**GO TO THE NEXT PAGE TO VIEW THE FORM**

# UCLA Death Notice

**UCLA Office of the Chancellor**

AFFILIATION (check all that apply):

- Employee – Faculty
- Employee – Staff
- Student
- Medical Resident or Clinical Fellow
- Postdoctoral Fellow or Visiting Scholar
- Emeritus/Emerita

Name of Deceased \_\_\_\_\_ Sex (M/F) \_\_\_\_\_ Age \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Date of Death \_\_\_\_\_ Time of Death (if known) \_\_\_\_\_

Cause of Death (if known) \_\_\_\_\_

Date Employment Began at UCLA \_\_\_\_\_ Date Retired \_\_\_\_\_

Name of Surviving Spouse, Next of Kin, or Close Personal Friend \_\_\_\_\_

Address of Surviving Spouse, Next of Kin, or Close Personal Friend \_\_\_\_\_

Dependent (if other than Surviving Spouse or Next of Kin) \_\_\_\_\_

Address (if other than above) \_\_\_\_\_

Reported by \_\_\_\_\_ Department \_\_\_\_\_ Extension \_\_\_\_\_

The Flag will be at half-mast on: \_\_\_\_\_ Chancellor's Office letter of condolence will be sent on: \_\_\_\_\_

## The following offices *have been notified by telephone or e-mail*:

- Facilities Management, 51827
- Office of Media Relations, 52585
- Communications Technology Services, 51990

## The following offices *will receive copies of this notice*:

- Chancellor's Communications Service, 3148 Murphy Hall, 140501
- Academic Senate (faculty), 3125 Murphy Hall, 140801
- Campus Human Resources, Suite 200, 10920 Wilshire Blvd., 146548
- Campus Benefits Programs Office, Suite 200, 10920 Wilshire Blvd., 146548
- List Maintenance Manager, Mail & Document Services, CSB #2, 136108
- Emeriti Center, 1116 Rolfe Hall, 143702
- Dean of Students Office (all students), 1206 Murphy Hall, 141501
- Dean's Office, Graduate Division (graduate students, postdoctoral fellows, and visiting scholars), 12-138 CHS, 172216
- Dean's Office, School of Medicine (medical resident or clinical fellow), 12-138 CHS, 172216
- Payroll, 10920 Wilshire Blvd., 6th Floor, 141648
- Office of Media Relations, James West Center, 143107

Received by \_\_\_\_\_ Date/Time \_\_\_\_\_