



# MIDDLE GEORGIA STATE UNIVERSITY

## Deceased Student Records Release Request

Submit completed form to [registrar@mga.edu](mailto:registrar@mga.edu)

Middle Georgia State University's deceased student policy enables family members (parents, spouse, and/or children) or someone with power of attorney/executor with proper documentation to request the release of student account records.

Required documentation for the release of a deceased student's information must be attached to this request form:  
(Request will not be processed without all required documentation)

**Family (parent, spouse, or children):**

- Copy of death certificate
- Photo ID

**Guardian/Third Party:**

- Copy of death certificate
- Photo ID
- Probate documentation and/or Power of Attorney

**Requester Name:**

**Relationship:**

**Student Name:**

**MGA ID Number:**

**Reason for Request:**

**Delivery Method:**

Mail    Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_\_    Zipcode: \_\_\_\_\_

Fax    Fax Number: \_\_\_\_\_

Email    Email Address: \_\_\_\_\_

In Person

***I certify that the information and documentation provided is true and I am eligible to request these records.***

**Requester Signature:**

**Date:**

*This section to be completed by the Office of the Registrar*

**Approved by:**

**Completed and released date:**