



## Digital Legacy Request

I, \_\_\_\_\_ request that my designee(s) manage my social media accounts after my passing in the following manner.

Social Media Website	Memorialize	Memorialize with limitations	Conceal	Delete
Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations:			
Twitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations:			
LinkedIn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations:			
Instagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations:			
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations:			
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations:			

Social media accounts may be handled a number of ways including memorializing with or without limitations, concealing or hiding the accounts, or deletion. Please see the explanations of each option on the following page.

**Memorialize** – This request dictates that the social media account remain visible online. Notification services to friends/followers, such as birthday reminders, should be turned off if possible. This will allow the account to act as a digital scrapbook of the deceased’s life.

**Memorialize with limitations** - This request dictates that the social media account remain visible online with limitations. Notification services to friends/followers, such as birthday reminders, should be turned off if possible. The limitations may include: time limit (i.e. delete account after 6 months), “turn off” comments, delete certain photo albums, etc.

**Conceal** – This request dictates the account be immediately hidden from friends/followers and from public view. Notification services to friends/followers, such as birthday reminders, should be turned off if possible. This will allow the designee to continue to have access to the account; however, no other person will be able to view the account. This may not be possible with all social media accounts.

**Deletion** – This request dictates the account is to be immediately deleted, deactivated, or information removed.

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This form is intended to inform my designee(s) of my requests; it is not a legal document. I understand that the person(s) I designate may choose to manage my digital legacy as they see fit. I also understand it is my responsibility to notify my designee(s) that I have specific requests and provide them with the information to complete these requests.

I have completed a *Digital Asset Password List* noting the log-in information and designated individual to manage each social media account. Please reference this document when handling my social media accounts.

I hereby designate \_\_\_\_\_ to manage all of my social media accounts. I have informed my designee of all website log-in information.

Thank you for respecting my wishes.

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Signature

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This is not a legal document.

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