

# CERTIFICATE OF INSURANCE REQUEST FORM

E-MAIL THIS DOCUMENT TO:

[RISK@UIDAHO.EDU](mailto:RISK@UIDAHO.EDU)

QUESTIONS? CONTACT RISK MANAGEMENT 208-885-6177

Name of Requesting State Agency/Dept. <b>University of Idaho</b>		Date:	Time:
<b>(University)</b> Personnel Initiating Request:			
<b>(University)</b> E-mail Address:		Phone #:	
<b>(University)</b> Fax #:			
<b>(University)</b> comments, if any:			
<b>Certificate Holder:</b> (Certificate Holder is non-State <b>non-University</b> entity requesting the certificate)			
Attention:			
Address:			
City, State, Zip:			
Job, Location or contract /Ref. #:			
<b>Type Cert.:</b> <input type="checkbox"/> Liability <input type="checkbox"/> Auto <input type="checkbox"/> Property <input type="checkbox"/> Other	<b>Does the contract contain an Additional Insured requirement?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Contact University Risk (208) 885-6177 for pre-approval before checking YES</b>		
	<b>Does the contract require liability limits higher than \$500,000?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what limits? <b>Contact University Risk (208) 885-6177 for pre-approval before checking YES</b>		
	<b>Loss Payee:</b> (generally a bank, auto dealership, vendor /lessor of equipment, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<b>If additional Insured or Loss Payee is different from certificate holder:</b>		
	Name:		
	Address:		
	Address:		
<b>Copies of contracts must be sent to State Office of Insurance Management if any of the above boxes are marked "Yes". Email contract and certificate request to: <a href="mailto:risk@uidaho.edu">risk@uidaho.edu</a></b>			
<b>DESCRIPTION OF ACTIVITY FOR WHICH REQUEST IS INITIATED: (include who, what, where, why, number of participants)</b> Coverage for <u>xx</u> description of activity <u>xx</u> .			
DATE OF ACTIVITY: <u>xx/xx/xx</u> through <u>xx/xx/xx</u> <b>The Certificate of Financial Responsibility will be e-mailed by Office of Insurance Management to (University) for distribution to Certificate Holder.</b>			