



Certificate of Insurance (COI) Request Form

Instructions

Download this form to your desktop and open the form in Adobe PDF before starting. Complete the following information and forward to Risk Management. Normal turnaround time for a Certificate is two or three days.

Requestor Contact Information:

Name:	Email:	Date Requested:	
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Event or Activity Information:

Who: Who is hosting the event? Is this a College sponsored event?	
What: Identify what the event or activity is and its name, if applicable.	
When: What date(s) will the event or activity take place?	
Why: Why is a Certificate of Insurance requested and what are the coverage amounts required? If a contract or agreement is involved, forward to Risk Management.	
When: When is the Certificate of Insurance needed and who does the COI need to be sent to? Include 3 rd party name and address.	
Comments:	