



## 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 business 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, and # of participants.	
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? <b>If a contract or agreement is involved, forward to Risk Management.</b>	
When: When is the Certificate of Insurance needed and who does the COI need to be sent to? Include 3 <sup>rd</sup> party name and address.	
Comments:	