

## REQUEST FOR CERTIFICATE OF INSURANCE

This request should be in the Risk Management Office one (1) week prior to the date we are to provide the certificate. (Please fax to 982-2635 or send to PO Box 400205). **Requests must be submitted by University employees only.**

Accompanying this request should be a copy of any contract or agreement between the outside organization and the University of Virginia. All contracts or agreements must go through the proper University contract review process before submitting a request for a certificate of insurance. If you are unsure of the process, please call Debbie Hinton at 924-6928.

Please provide the following information:

Person submitting request: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason certificate of insurance is being requested --

Activity or items to be covered by insurance --

Name and address of organization asking for the certificate --

Period of time activity is to take place --

Indicate whom certificate should be mailed to (if it should be faxed, give fax #) --