

Liability Insurance Certificate Request

(Proof of insurance for general liability, professional liability, vehicle liability, or watercraft liability)

Complete all sections and email or fax to: Barbara Tibbetts Email: tibbetts@maine.edu Fax: 207-947-7556

A copy of the completed form should also be sent to your campus insurance administrator. Certificates will be sent directly to the organization or individual requesting the certificate with a copy to the campus, unless alternative instructions are entered in the Special Instructions box below. Certificates will only be sent if all required information is provided.

Today's Date: _____

UMS Campus Information (contact information on campus person/department)

Campus: _____	Dept: _____
Contact: _____	Email: _____
Phone: _____	Fax: _____

Individual or Organization Requesting the Certificate (outside person or entity requesting proof of liability insurance)

Name of Individual or Organization: _____			
Attention: _____			
Address: _____			
City: _____	State: _____	Zip Code: _____	
Phone: _____	Fax: _____	Email: _____	

Description of Activity or Event

Dates of activity or event: Start Date: _____ End Date: _____ or check if continuous: <input type="checkbox"/>	
Location of activity or event: _____	
Description of activity or event: _____	
Administration approved contract/agreement in place with individual or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, why not? _____	

Special Instructions

<p>List any special instructions (such as: entity requires that they be listed as "Additional Insured," alternative certificate delivery required, the certificate is needed immediately, etc.):</p> <p>_____</p> <p>_____</p> <p>_____</p>

Certificate of Insurance Guidelines

What is a Certificate of Insurance?

A Certificate of Insurance is an insurance industry form that provides proof of certain types of insurance carried by the University. The certificate must be signed by an authorized insurance representative as it verifies to the Certificate Holder what insurance policy and coverages are in place at the time the certificate is issued. The exceptions are University self-insurance programs; for these Risk Management verifies coverage.

Who is the Certificate Holder?

The Certificate Holder is the individual or organization requesting proof of a certain type of insurance. Individuals or entities require certificates for many reasons, such as for contracts or agreements with the University, use of their premises by the University, or participation in an event by the University. The name of the individual or organization, and their address, will be listed on the certificate. The certificates will be sent directly to the Certificate Holder with a copy to the campus, unless alternative instructions are provided.

Important Information on Certificates

A certificate is only good for the insurance policy inception and expiration dates shown on the certificate. A new certificate should not be needed by a Certificate Holder if subsequent activities or events fall within the time period shown. If the activity or event falls outside the insurance policy dates, then a new or renewal certificate is needed.

A single certificate should be adequate in instances when several University students or employees are participating in an activity or event. For example, if 30 University students are participating in a practicum at the same hospital during a policy year, then a single certificate (not 30 separate ones) should be adequate for the hospital.

If it is requested by the Certificate Holder that participant names, or a certain activity or event need to be included on the certificate, this is possible. Please provide this information with your request.

Do not make changes to a certificate, such as changing dates or a Certificate Holder. A certificate is an insurance company's verification of certain information; it also states that the insurance company will endeavor to notify the Certificate Holder if the policy is cancelled or changed. The insurance company would not be aware of changes you make and would not be obligated to stand by the certificate's representation. Doctored certificates are void and, therefore, it is not acceptable to provide altered certificates to individuals or entities.

Requesting a Certificate of Insurance

All requests for Certificates of Insurance must flow through Risk Management in the System Office. The University's insurance representatives will not issue a certificate unless authorized by the System.

The certificate request form should be completed at the campus and sent (preferably as an email attachment) to Risk Management by either the department/employee needing the certificate or through the main campus contact for certificates.

Certificate requests must be in writing (preferably typed), using the required form where applicable. There is no need to send contracts, agreements, or other documentations unless there are specific reasons to do so. Certificates will only be issued if all required information is provided. If a renewal certificate is required by a Certificate Holder, then the campus will need to request a new certificate as a renewal will not automatically be sent.

Provide as much lead time as possible. Certificates can usually be issued within a day or two from receipt of the request, but only if all required information has been provided.

The certificates will be sent directly to the organization or individual requesting the certificate with a copy sent to the campus, unless alternative instructions are provided.