



AMERICAN UNIVERSITY
WASHINGTON, DC

Certificate of Insurance (COI) Request Form

Certificates of Insurance are issued only for University-sanctioned events and are required as part of a contract, purchase order, or other agreement. Please attach or forward the document requiring a COI with the information on this form to:

Tony Newman
Director of Risk Management
Risk Management & Safety Services
Phone: 202-885-2706/Fax: 202-885-1014
anewman@american.edu

Date requested: _____

Faculty or Staff member making the request: _____

Title: _____

Phone number/extension: _____ Email address: _____

University department: _____

Start date of activity: _____ End date of activity: _____

Description of activity (please provide detail and use additional sheets as necessary):

Location of activity: _____

Leased or borrowed equipment or facility (attach documents as necessary):

Estimated value of equipment being leased or borrowed (if appropriate):

Name of requesting organization, entity, or person: _____

Address: _____

Contact person's name: _____

Phone number: _____ Fax number: _____

Email address: _____

Insurance Requirements:

General Liability: \$ _____ Automobile Liability \$ _____

Property Insurance: \$ _____ Professional Liability: \$ _____

Other Insurance: \$ _____

Special Terms & Conditions, or other information: _____
