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: ________________________________