

## PENN STATE UNIVERSITY CERTIFICATE OF INSURANCE REQUEST FORM

**IMPORTANT:**

Do **not** use this form to submit a contract that needs to be reviewed and signed by the University associated with this certificate of insurance request. This form is to be used when Penn State is working with an outside organization that has asked the University to provide evidence of insurance and there is no associated contract or the contract has already been reviewed/approved/signed. Once completed, email to [certificaterequest@psu.edu](mailto:certificaterequest@psu.edu), (include COI in subject line), and attach the completed form.

### Penn State Requestor Information

Date: _____	
Requestor Name: _____	
Email Address: _____	Phone Number: _____
Campus, College, or Business Area: _____	
Department Address: _____	

### Certificate Holder Information

(Non-PSU organization requesting the certificate)

Entity Name: _____	
Attention: _____	
Address: _____	
Reason COI is being requested (Include brief description of event or activity) and include any required certificate wording: _____	
Coverages Required: (if medical malpractice or professional liability insurance is required, please contact the PSU Risk Management Office)	
<input type="checkbox"/> General Liability	<input type="checkbox"/> Automobile
<input type="checkbox"/> Excess Liability	<input type="checkbox"/> Workers' Compensation
<input type="checkbox"/> Additional Insured Required?	<input type="checkbox"/> Property (leases, equipment, etc.)
Note: Property cannot be added to a standard COI. PSU will issue a letter from the Office of Risk Management evidencing requested coverage.	
Check which Coverage:	
<input type="checkbox"/> General Liability	<input type="checkbox"/> Automobile
<input type="checkbox"/> Additional Insured Required?	<input type="checkbox"/> Property
Is request to renew an existing certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### ADDITIONAL INFORMATION:

- The certificate will be emailed to the requestor listed above. It is Requestor's responsibility to send the certificate to the Organization
- The Office of Risk Management can only issue a Certificate of Insurance if all requested information above has been provided