

Please return this completed form to:
Office of Risk Services
2801 Second Street
Davis, CA 95618-7774
Email: olharris@ucanr.edu
Phone: (530) 750-1263
Fax: (530) 756-1113

REQUEST FOR CERTIFICATION OF INSURANCE

Requesting Party/Preparer Name: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

County Name: _____

Name of entity to whom certificate is to be issued: _____

Address of Entity: _____

Effective time and date of the activity: _____

Expiration time and date: _____

(Note: Times and dates are required if the party is asking to be named as additional insured)

Fill in Each Category for Minimum Dollar Amount Limits Required (if these limits are not written in the agreement, please contact the party and ask them; they may need to contact their insurance agent):

Each Occurrence	\$ _____
Personal and Advertising Injury*	\$ _____
Products and Completed Operations Aggregate	\$ _____
General Aggregate	\$ _____
Vehicles Owned, Non-owned and Hired*	\$ _____

*Include only if agreement and/or activity require its inclusion.

Is there an agreement that needs to be signed in order to secure the facility?

Yes No If yes, **please attach agreement/facility use, application.**

If no, please complete **Attachment D** or **Attachment E**.

(These forms can be found on the ANR Risk Services website at <http://ucanr.edu/risk>).

Is the party requesting to be named as an additional insured?

Yes No

Please attach agreement with detailed times and dates.

Name of the party asking to be named as additional insured (if different from above).

Name of University group or activity (4-H Club, Master Gardeners, Symposiums, etc.)

Type of Event (Meetings, Booth Rental, Conference, Parade Entry, etc.)

Comments: _____

30 days written cancellation or modification notice is standard with UC's self-insurance programs.