University of North Carolina Wilmington

Environmental Health & Safety

Certificate of Insurance Request Form

Proof of insurance may be required by the sponsoring or hosting agency for activities, duties and functions performed by our students, faculty and staff that occur away from our physical campus. Proof of insurance can be provided by presenting a Certificate of Insurance (COI) to the requesting entity.

Guidelines & Form:

- **All** requests for a COI must be presented at least **five (5)** business days prior to the event/activity and/or date COI is needed.
- The request form must be completed in its entirety.
- The COI can only be used for the listed activity and/or location.
- The completed form can be emailed or faxed: **elliottp@uncw.edu** or **910-962-3473**

Activity date(s): _____
Date COI needed: _____
Participant name(s) & contact information: _____

_____

Please check all applicable parameters:

____Student ____Faculty/Staff
____Course requirement ____Job/Position requirement
____Volunteerism ____Compensated activity

Activity location/Business name: _____

Address: _____

_____

Owners name/Contact: _____

Phone: _____ Fax: _____ Email: _____
COI distribution: _____Vendor/Sponsoring agency _____Requestor
Brief description of activity: _____

_____

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- The information will be reviewed to ensure that the activity is acceptable based upon university guidelines and provisions.
- A representative from EH&S will contact participant(s) if there are any questions or suggestions.
- Once completed, the COI can be returned to the participant(s) or sent directly to the sponsoring agency. Please state preferred distribution method.

*Pamela Elliott, Loss Control & Insurance Analyst * 910-962-2950-Phone * 910-962-3473-Fax * elliottp@uncw.edu*