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: _______________________________________________________

• 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.

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