CERTIFICATE OF INSURANCE REQUEST FORM

If you are required to provide a Certificate of Insurance to a vendor, contractor, or other entity for any reason, please supply the following information and email this form to Kenneth Young (youngke@finance.rutgers.edu) or Marian Balkum (balkumml@finance.rutgers.edu).

PLEASE INCLUDE A COPY OF THE CONTRACT or sections relating to insurance, indemnification and/or hold harmless agreements with this form.

Your Name	Your Title
Your Department	Your e-mail
Your Telephone Number	Your Fax Number
Name of Certificate Holder (i.e. Entity requesting the certificate)	
Address of Certificate Holder	
Description of Activity: (This includes events, activities, research programs, leased and rented property, and various contracts.) **For events, activities, and performance contracts include the date(s), time(s), and location of the event or activity. For leased and rented property, i.e., computer equipment, include a description and the dollar value of the property.** (It is not necessary to include the value of leased or rented vehicles or the value of buildings when renting space.)	

Type of Certificate of Insurance Requested:

_____ Auto

_____ Property

_____ General Liability

_____ Workers' Compensation

Please note, Additional Insured status on a Certificate of Insurance CANNOT be granted without a copy of signed contract requesting same received in this office.