Request for Certificate of Insurance

A Certificate of Insurance is commonly requested in a business transaction where one party agrees to indemnify another party. In some instances, the requesting party will ask that they be named as an *additional insured*. This request is usually written into a contractual agreement as it carries a financial impact on Messiah University's policy.

Please complete this form when requesting a Certificate of Insurance for students as well as for other entities requesting certificates from Messiah University. *Provide a copy of the agreement or documentation from the company requesting the certificate.* This information is shared with Messiah University's agent to assure appropriate documentation is provided in return.

Employee's Name: _____   Department: _____

Type of Certificate Requesting:
(Depending upon the circumstances both certificates could be required)

☐ **Certificate of Professional Liability Insurance (internship; field experience; practicum)**

☐ **Certificate of Liability Insurance (engaging in a business transaction)**

The request for a Certificate of Insurance is:

☐ **for a date specific event   Date of event: _____**

☐ **associated with an agreement/affiliation/placement/internship**

   ☐ **new request   ☐ recurring request**

Please provide the following information required for the Certificate:

Name of Agency/Business Requesting the Certificate

_____

Address for above Agency/Business

_____

_____

_____

_____

Student's Name (if requesting a Professional Liability Certificate)
   ***required only if agency requests the student's name on the certificate**

_____

Dates of Internship; field experience; practicum
   ***required only if the student's name is requested on the certificate**

_____

Reason for the request (what is the student doing; why are we engaging with this business, i.e. rental of equipment; use of facility for (i.e. retreat; admissions fair, etc.)

_____

_____

Submit completed form and associated documents to: operations@messiah.edu.
Please allow 3 to 5 business days for processing through the university's insurance agent.
Certificates will be sent via email to the requesting employee for distribution to the agency/business.