

REQUEST FOR CERTIFICATE OF INSURANCE

A Certificate of Insurance is most 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 financial impact on Messiah University's policy. All contractual agreements must be vetted through the VP for Human Resources and Compliance and the VP for Operations.

Please complete this form when requesting a Certificate of Professional Insurance for students as well as for other entities requesting a Certificate of Liability from Messiah University.

Requestor's Name: _____ **Date:** _____

Copy of the contractual agreement is provided with this request. YES NO

Type of Certificate Requesting:

- Certificate of Professional Liability Insurance** (*internship; field experience; practicum*)
- Certificate of Liability Insurance** (*engaging in a business transaction, facility use*)

Please provide the following information as it is required for the Certificate:

Name of Agency/Business Requesting Certificate: _____

Contact Name at Agency/Business: _____

Email address: _____

Address for above Agency/Business: _____

Student's Name(s) (*Professional Liability Certificate, only*): _____

Date(s) of activity or internship; field experience; practicum: _____

Reason for request (*i.e., What is the student doing? Why are we engaging this business? What is the use of facility for?*) _____

Please forward this completed form with attachments to: Operations@Messiah.edu. Thank you.