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 College’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 Insurance for students as well as for other entities requesting certificates from Messiah College.

Requestor’s Name: ______________________________________________

☐ Copy of the contractual agreement provided with this request

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 the Certificate

Contact Name at Agency/Business

Email address: ______________________________________________

Address for above Agency/Business

______________________________________________________________

______________________________________________________________

______________________________________________________________

Student’s Name (if requesting a Professional Liability Certificate)

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

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