



**UNIVERSITY OF PITTSBURGH**  
**Office of Risk Management & Insurance**  
**1817 Cathedral of Learning**  
**Pittsburgh, PA 15260**  
**Phone: 412-624-1198**

**Certificate of Insurance Request Form**

**University of Pittsburgh Employee/Department Requesting the Certificate/s of Insurance:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Yes  No  **The related contract has been 1) reviewed by the Office of General Counsel and/or Purchasing equivalent or is on a pre-approved template and 2) approved by the appropriate person with contracting authority in your area.**

**(MUST BE CHECKED YES TO HAVE YOUR REQUEST PROCESSED)**

**Indicate required certificate type and dollar limits of insurance:**

General Liability: Limits \$ \_\_\_\_\_

Automobile Liability: Limits \$ \_\_\_\_\_

\*Medical Professional Liability: Limits \$ \_\_\_\_\_

**\*For out of PA agreements (only when Medical Professional Liability needed) - attach a copy of the related contract to your form request for insurer review and approval – if not already obtained. Must include a summary of: 1) Purpose, 2) Duration and 3) How student will be supervised.**

Workers' Compensation/Employers Liability: Limits \$ \_\_\_\_\_

Other: \_\_\_\_\_ Limits \$ \_\_\_\_\_

**ADDITIONAL INSURED STATUS (MUST BE SUPPORTED BY A CONTRACT)**

Effective Dates of Agreement/Contract: \_\_\_\_\_ to \_\_\_\_\_

Description of Agreement/Purpose of Contract:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Certificate Holder/Requestor's Information:** (This is the party that the University is contracting with)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Info/Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Advance notice of at least ten (10) working days is required for certificate issue requests. To request a certificate - complete this form and submit to Risk Management by clicking the button below. \*Must attach contract and summary if applicable. Once processed, the original certificate/s will be mailed to the certificate holder and a copy will be e-mailed to the requesting department.**

