



**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: \_\_\_\_\_ Request Date: \_\_\_\_\_

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

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

Required for contracts! 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.**

**ADDITIONAL INSURED STATUS\* (MUST BE SUPPORTED BY A CONTRACT – ATTACH COPY IF APPLICABLE)**

\*Indicate Insurance Requirements page # \_\_\_\_\_ within the contract where it states Additional Insured Status is required.

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

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

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

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

Check here if:  Students Outside PA  Faculty/Staff Outside PA Limits \$ \_\_\_\_\_

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

Excess/Umbrella Liability: Limits \$ \_\_\_\_\_

Other:  Cyber/Media Liability  Fidelity Bond (Crime)  Property (Inc. Builders' Risk)  Other \_\_\_\_\_

**Evidence of General Liability Insurance Only/No Contract/No Additional Insured**

**Complete below for all requests:**

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: \_\_\_\_\_ Contact Info/Email: \_\_\_\_\_

**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. Once processed, the original certificate/s will be mailed to the certificate holder and a copy will be e-mailed to the requesting University department named above.**

