

Request for Certificate of Insurance

Auburn University
Department of Risk Management and Safety
316 Leach Science Center, Auburn University, AL 36849-5104
Phone: (334)844-4533 Fax: (334)844-4942

Instructions - Click the Email button at the top of the page. This will attach the form to an email. Please send the email with form attached to leakege@auburn.edu attention **George Leaker**. Please make sure that you are providing **complete information**. The certificate will be sent to: (1) AU Risk Management, (2) AU department contact, and (3) the entity requesting the certificate. This form must be completed ***in its entirety*** or it will be returned to the AU department. Certificates can be faxed but the preferred option is email.

Auburn University Department Requesting Certificate of Insurance: *(A complete mailing address, phone, fax and email address must be furnished)*

AU Department Requesting Certificate of Insurance: _____
AU Department Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____
Email Address for AU Department Contact: _____

Describe the activity to take place: _____

AU Department's relationship to the entity that is requesting the Certificate of Insurance:

Requesting a Certificate of Insurance for which insurance coverage?: (Check all that apply)

- Automobile Physical Damage:
- Automobile Liability:
- General Liability:
- Professional Liability:
- Property Insurance:
- Student Professional Liability:
- On the Job Injury Program:
- Other:

If "other", please explain:

Entity Requesting a Copy of Auburn University's Certificate of Insurance: *(A complete mailing address, phone, fax and email address must be furnished)*

Contact's Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____
Email address for Entity's Contact: _____

**Note - As a State Institution, Auburn University cannot agree to add outside entities as Additional Insureds on our General Liability policy, or agree to indemnify them.
Please retain a copy of the certificate in your files.**