

MICHIGAN STATE
U N I V E R S I T Y

CERTIFICATE OF INSURANCE REQUEST

Office of Risk Management & Insurance
113 Olds Hall
East Lansing, MI 48824
Phone (517) 355-5022
Fax (517) 432-3854
E-mail risk.management@ctrl.msu.edu

A request for a Certificate of Insurance must be submitted by an MSU employee, and will only be provided for an official University activity.

In order for the Office of Risk Management and Insurance to be sure that the appropriate local authorization has been obtained for the issuance of a Certificate of Insurance, the following information must be provided. A Certificate of Insurance request should be received by the Office of Risk Management and Insurance (113 Olds Hall, E. Lansing, MI 48824-1047 or FAX (517) 432-3854). The Certificate of Insurance will be mailed, faxed, or emailed to the office originating the request.

Any questions regarding this form should be directed to the Office of Risk Management and Insurance at (517) 355-5022.

Name and Address of Entity Requesting Certificate of Insurance

Facility

Contact Person

Street Address

City, State, Zip

Phone Number ()

Reason for Request

Date(s)

MSU Employee

Signature

Typed Name:

Telephone Number ()

FAX Number ()

Date

Email

Comments (In the comments section, please indicate how you would like to receive the certificate.)

MSU EXTENSION ONLY

Name of Group holding event

County

Event Information

Name/Title of event

Location

Dates