**Certificate of Insurance Request instructions**

Questions? Please contact [UI-Risk@edu.idaho.gov](mailto:UI-Risk@edu.idaho.gov)

You will need to enter the following information into the form. Please review the instructions, and then click on the link to enter the form. **Be sure to note instructions in red**.

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| **Information needed** | **Your response** |
| **Requesting agency** | Use drop down to select University of Idaho |
| **State personnel initiating request** | Enter your name |
| **Your email address** | Enter your email address |
| **Phone number** | Enter your phone number |
| **Supervisor / other email** | **Enter** [**UI-Risk@edu.idaho.gov**](mailto:UI-Risk@edu.idaho.gov)  **DO NOT ENTER ANY OTHER EMAILS IN THIS AREA** |
| **Type of Certificate Needed** | Check General Liability |
| **One time request or annually renewed certificate** | Check as appropriate |
| **Certificate Holder info** | |
| **Non-state entity requesting certificate** | Enter entity name |
| **Address of cert holder** | Enter physical address – DO NOT USE A P.O. BOX |
| **Type of situation** | Enter as appropriate  For most of your cert requests, you can use EVENT |
| **Dates** | Enter as needed |
| **Event or Contract Name** | Enter name of event or contract |
| **Purpose of event** | Enter brief description of event, including estimated number of participants |
| **Comments** | Enter as needed |
| **Miscellaneous dox** | Upload as needed |
| **Print form, save** | You have an opportunity to print or save the request form |
| **Submit** | Form will go to State of Idaho Risk Management for completion and will be emailed to you |
| Link to form  [https://form.jotform.com/241624059364154](https://urldefense.com/v3/__https:/form.jotform.com/241624059364154__;!!JYXjzlvb!jwV0P5iFoJe0C68ae1UlTGrYebauowT-Gt4GxdhWk-g85dgJYLTHBrzsF2UA0cmzLd8geGdU-9b5goM$) | |