

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

**Risk Management Office  
Certificate of Insurance  
Request Form**

Please complete this form at least one week prior to the scheduled event.

\*Note: The standard limit for most of FHDA policies is one million dollars, if the requesting party has made a special request; please indicate the amount below.

1. Date Certificate Required: YY\_\_\_\_ MM \_\_\_\_ DD\_\_\_\_
2. Is the Certificate for a "One Shot" Event (    ) or "Renewable" Situation (    )?
3. Has a previous Certificate been issued for this? \_\_\_\_\_
4. Type of coverage requested:
  - (    ) General Liability
  - (    ) Professional or Malpractice Liability
  - (    ) Educational Errors & Omissions
  - (    ) Automobile - Owned
  - (    ) Automobile - Non-Owned
  - (    ) Workers Compensation
  - (    ) Fine Arts
  - (    ) Property
5. Certificate to - (Requesting Party Information)
  - Company Name:\_\_\_\_\_
  - Contact Name:\_\_\_\_\_
  - Contact phone #:\_\_\_\_\_ Fax #:\_\_\_\_\_
  - Full Address:\_\_\_\_\_
  - \_\_\_\_\_
6. Is the requesting party asking to appear as an additional insured:  
YES (    ) NO (    )

7. Activity being performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Type of research, name of project, equipment purchase, facilities contract, etc.)

8. Who is Involved in Activity: \_\_\_\_\_  
(i.e. FHDA staff, students, volunteers from where, etc.)

9. Activity Start Date: \_\_\_\_\_

Activity End Date: \_\_\_\_\_

10. Person Responsible for this Activity:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Faculty/Dept: \_\_\_\_\_

11. Activity Location: \_\_\_\_\_

12. Contract Involved: YES ( ) NO ( )

Please submit a copy of the contract concerning the provisions of insurance needed.

This form must be completed and e-mailed to [navarroelvia@fhda.edu](mailto:navarroelvia@fhda.edu), or fax to (650) 949-6912 or sent through interoffice mail to Risk Management. If you have any questions or concerns, please call Risk Management at (650) 949-6146.

If you have any questions about the collection or use of this information, contact the Risk Management Office.