

Request for Certificate of Insurance

Certificates should be requested no later than two weeks prior to the date of the event.

In order for Risk Management to provide Certificates of Insurance for Virginia Tech activities the following information is required.

Please answer **all** the following questions:

- Who has requested the proof of insurance from Virginia Tech?
- What group/department is being asked to provide proof of insurance?

Contacts name:

Fax number:

Phone number:

Email address:

- For what activity, event or internship opportunity is the coverage being requested?
- Date the activity, event or internship is scheduled to be held?
- Where is the activity/event being held?
Facility:

City and State:
- Where is the certificate to be sent?
Fax number:

Address:

Please fax this form to: (540)231-5064.

If you have any question about this form please contact our office.

(231-7439)