



# University of California, Santa Barbara Request for UC Certificate of Insurance

## INSTRUCTIONS

Use the Request for UC Certificate of Insurance form to obtain a UC Certificate of Insurance when an individual or organization with whom the University has entered into an agreement requires proof of insurance. UC Certificates of Insurance can only be issued in connection with a written Agreement, Purchase Order, Contract, License, Permit, or other document. Submit completed form and required attachments to UCSB Risk Management.

## DEPARTMENT

Date of Request: \_\_\_\_\_ Campus: **SANTA BARBARA** UCSB Agreement/P.O. No: \_\_\_\_\_

Department: \_\_\_\_\_ Dept. Account No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

## CERTIFICATE HOLDER/AGREEMENT INFORMATION

This is a request for a UC Certificate of Insurance. The Certificate Holder will be the individual or organization with whom your department has a contract that requires the UC Certificate of Insurance. In order to produce a certificate that meets the requirements of the party with whom UCSB has an agreement, carefully review the agreement and provide UCSB Risk Management with complete information about the Certificate Holder (name, address, phone & fax numbers, contact person, and email address) and the insurance requirements (insurance types and limits of coverage, whether the certificate holder must be named additional insured, and any special conditions) that must be met. Please call UCSB Risk Management and Insurance if you have any questions about this Request for UC Certificate of Insurance (ph.: 805/893-2860/fax: 805/893-8521).

Name: .....

Address: .....

City, State, Zip Code: .....

Phone No/Fax No: .....

Contact Person/Email Address: ....

Agreement Start Date: .....

Agreement End Date: .....

Describe activity or event (reason that certificate is required)

## INSURANCE REQUIREMENTS

### GENERAL LIABILITY

General Aggregate: ..... \$ \_\_\_\_\_

Prods./Completed Operations: ..... \$ \_\_\_\_\_

Personal & Advertising Injury: ..... \$ \_\_\_\_\_

Each Occurrence: ..... \$ \_\_\_\_\_

AUTOMOBILE LIABILITY: ..... \$ \_\_\_\_\_

WORKERS' COMPENSATION: ..... \$ \_\_\_\_\_

PROFESSIONAL LIABILITY: ..... \$ \_\_\_\_\_

CERTIFICATE HOLDER MUST BE NAMED ADDITIONAL INSURED: .....  Yes  No  Not indicated

SPECIAL CONDITIONS (if req'd): .....

## ATTACH DOCUMENTATION

- Contract/Agreement
- Application form
- Purchase Order/Purchase Order Requisition
- Correspondence
- License/Permit
- Other: \_\_\_\_\_

## INDEMNIFICATION

University of California Certificates of Insurance are issued subject to the provisions of the Bylaws and Standing Orders of The Regents of the University of California, which do not permit any assumption of liability that does not result from and is not caused by the negligent acts or omissions of its officers, agents, or employees. Further, the University's liability insurance is applicable only in proportion to and to the extent that claims, costs, injuries, or damages are caused by or result from the negligent acts or omissions of The Regents, its officers, agents, or employees. No Certificate can be issued against an Agreement, Purchase Order, Contract, License, Permit, or other document that contains indemnification or hold harmless language that is broader than allowed and under which the campus assumes liability not permitted by The Regents.