

**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT**

**Request for Certificate of Insurance**

<b>Requester*:</b> (SJECCD Employee Initiating and/or Implementing Agreement for Which Certificate is Needed)	Name*: <input type="text"/> Phone*: <input type="text"/> E-mail*: <input type="text"/>  <i>A copy of the certificate will be sent to the e-mail address listed above. An original will be mailed to the certificate holder.</i>
<b>Sponsor*:</b>	EVC <input type="checkbox"/> SJCC <input type="checkbox"/> District <input type="checkbox"/> Other <input type="text"/>
<b>Participants*:</b>	<input type="text"/> (i.e., EVC students, baseball players & staff, faculty, etc.)
<b>Term*:</b>	Start Date: <input type="text"/> End Date: <input type="text"/>  Do you need the certificate renewed on an annual basis? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, must be a multiple year agreement)
<b>Certificate Holder*</b> (Name and Complete Address of Proposed Certificate Holder, including "Attention to" if applicable)	<input type="text"/>  Location of event if different than above: <input type="text"/>  Does certificate holder need to be named as an additional insured? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, contract must state this requirement)
<b>Reason for Certificate*</b> (Details/Description of Class/Event, Contract, etc.)	<input type="text"/>
<b>Coverages and Coverage Limits*:</b>	<input type="checkbox"/> General Liability <input type="text"/> <input type="checkbox"/> Automobile Liability <input type="text"/> <input type="checkbox"/> Workers' Compensation <input type="text"/> <input type="checkbox"/> Other <input type="text"/> : <input type="text"/>
<b>Special Instructions:</b>	<input type="text"/>

**\*Required Field**

**All requests must be accompanied by a copy of the agreement/MOU for underwriting to review.** For questions concerning insurance certificates, contact the office of the Contracts and Risk Manager, Jodi Marvet at 408-270-6440

**Please complete ALL required fields before submitting.**