

Certificate of Insurance/Financial Responsibility

A party or entity may request a certificate of insurance (either verbally or in writing). A certificate of insurance provides proof that insurance is available. In North Dakota, this evidence is provided by the Risk Management Division of North Dakota Office of Management and Budget. The standard amount is \$1,000,000 per occurrence, but other coverage amounts can be requested. The process for obtaining a certificate is initiated through NDSU by providing the following information via fax to Jennifer Baker, 701-231-6739.

<u>Insured Information</u>	<u>Recipient Information</u>
<p>Department Making Request:</p> <p>Person Making Request:</p> <p>Address:</p> <p>City, State, Zip:</p> <p>Phone Number:</p> <p>E-mail Address:</p> <p>Fax Number: (if you would like the information faxed to you)</p>	<p>Entity:</p> <p>Address:</p> <p>City, State, Zip:</p> <p>Attention:</p> <p>Phone Number:</p> <p>E-mail Address:</p> <p>Fax Number:</p> <p>Description of Event:</p> <p>Level of coverage required: \$1,000,000 Other amount \$</p>
<p>North Dakota State University University Police & Safety Office Jennifer Baker, Risk Management Contact Dept 3300, PO Box 6050 Fargo ND 58108 Phone: 701-231-6740 Fax: 701-231-6739 Email: Jennifer.Baker@ndsu.edu</p>	