

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 to the Claims Specialist.

NOTE:

All fields are required. The form will NOT be processed if any information is missing.

Insured Information

Requesting Dept: _____

Person making request: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Recipient Information

Entity: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Phone: _____ Fax: _____ Email: _____

Description of Event: _____

Level of coverage required:

- \$1,000,000
- Other amount \$ _____

Route this form to:

University Police & Safety Office
Risk Management
Dept 3300, PO Box 6050
Fargo ND 58108-6050

Phone (701) 231-6740
Fax (701) 231-6739
Email: ndsu.police.safety@ndsu.edu