

Certificate of Insurance  
Self-serve form  
Instructions July 2014

By clicking on the self-serve certificate form a State Department (SD) or Institution of Higher Education (IHE) can input the following information in these sections:

- Insured: Is always a SD or IHE of the State of Colorado. Use the drop-down to find your State Department or Institution of Higher Education. If not listed you are not covered by the State's self insured programs. If you believe this is in error, please see contact below.
  - **Please note** that the following Institutions of Higher Education have **opted out** of the State self-insured programs: University of Colorado, Colorado State University-Fort Collins, University of Northern Colorado, Colorado Mesa University, Fort Lewis College, Adams State and Western State.
- Description of operations: This is the purpose that the requesting non-State entity is asking for proof of insurance. E.G. Conference on July 1, 2014.
- Certificate Holder: This is always the non-State entity requesting the certificate from the State of CO. The certificate holder would **not be** another State Department or Institution of Higher Education (unless one of those IHE listed above). The reason is that a SD or IHE covered under the same self-insured program cannot "sue each other".
- Date of Certificate: Enter date in this format, MM/DD/YY

In order to save the document without the drop-down being "active", you will then print the certificate and scan/e-mail to yourself. Then you can save it to your computer folder and send to the Certificate Holder.

Questions, contact Suzanne Kubec at 303-866-4290 or [Suzanne.kubec@state.co.us](mailto:Suzanne.kubec@state.co.us)