

Certificate of Insurance Request Form

A certificate of insurance (COI) provides proof that the State of Colorado is insured. The State provides insurance for all departments and Higher Education schools, e.g. Community Colleges and Colleges (except CU-Boulder, CSU-Fort Collins, UNC, Mesa State, Fort Lewis and Adams State). The State's insurance provides coverage for State employees for liability, property and worker's compensation.

It is important to note that the **limits** provided on the COI **are set by the legislature** and provided in statute. Therefore, a requesting entity cannot ask for specific amounts above the statutory limits. If a department has signed a contract or agreement that provides additional insurance above the limits, it is the department's responsibility to purchase that additional insurance. The State Office of Risk Management (SORM) will work with the contracted broker to provide the additional insurance. Therefore any requests to purchase additional insurance must be sent through SORM.

Also, the State of Colorado **does not list** any entities as "additional insured" by statute.

The following information is needed when requesting a COI:

- Your Department or Higher Education Institution (the insured) requesting the COI :

- Your name, e-mail address and phone number:

- Description of event, purpose or reason the proof of insurance is needed (1-2 sentences).

- The entity (the certificate holder) that is requesting the COI from your Department or Institute of Higher Education, including their address and a contact person, phone number and e-mail.

Please send this completed form via e-mail to Suzanne Kubec at Suzanne.kubec@state.co.us at the State Office of Risk Management. Once the information is provided a COI will be sent electronically back to the Department or Institution of Higher Education. It is the requesting Department or Institute of Higher Education's responsibility to forward the information to the requesting entity (certificate holder).

Certificates are typically returned to the requesting department within 24 hours of the date of request, except Holidays, weekends and/or Furlough days.

If you have any questions regarding your request please contact Suzanne Kubec at 303-866-4290.