

Refer questions to:
System Office of Risk Services
 Phone: (907) 786-6119
 Fax: (907) 786-1412



1815 Bragaw St., Suite 209
 Anchorage, AK 99508-3438
www.alaska.edu/risksafety

REQUEST FORM – CERTIFICATE of SELF-INSURANCE

DATE

What types of coverage are being requested?

General Liability
 Excess Liability (\$ 1,000,000 excess of \$2,000,000)
 Auto Liability
 Workers Compensation
 Student Professional Liability - Healthcare Specialties
 Other (Describe):

The University of Alaska cannot add others as Additional Insureds or provide a Waiver of Subrogation. If the other party is requesting these terms, please refer back to your university Risk Management/ EHS office, Grants office, Purchasing Office, or University Counsel for negotiation.

ATTACH COPY OF CONTRACT (or Agreement, etc) showing request for Certificate of Insurance and the insurance requirements. Certificate will NOT be issued without a contract.

Student Accident CAN NOT be requested on this form.

For more information see alaska.edu/risksafety/insurance/

CERTIFICATE ISSUED TO (CERTIFICATE HOLDER)

Name of corporation / individual requesting certificate
 Address:
 Contact person for Certificate Holder:
 Their title:
 Their phone:
 Their email:

DESCRIPTION OF UNIVERSITY OPERATIONS RELATED TO THIS CERTIFICATE

Dates of activity or operation
 Number of people involved
 Of number of people involved, how many are minors?
 What type of transportation is involved?

What is the university doing for or with this individual or corporation? Describe the activity or operation or scope of work.

YOUR UNIVERSITY CONTACT INFORMATION

Your university: ☐ SO ☐ UAF ☐ UAA ☐ UAS
 Your name:
 Your title:
 Your phone:
 Your email:

Any notes or comments:

SUBMIT TO CAMPUS RISK MANAGEMENT / GRANTS / PURCHASING FOR REVIEW– Check appropriate box :

UAF	Aaron Scheffler, UAF Director EHSRM Becca Whitman, UAF Risk Manager UAF Director Grants & Contracts Other (Please list):	UAA	John Huffman, UAA Director EHSRM/EM Edalee Ahmaogak, UAA Risk Manager Other (Please list):
UAS	Jill Missal, UAS Risk and Emergency Manager Other (Please list):		Other (Please list):

SYSTEM OFFICE REVIEW

Vanessa Saephan, CIC, Director of Insurance / Risk Management
vtseaphan@alaska.edu