Add a New Vehicle
Georgia State University
Department of Safety & Risk Management
34 Broad Street, Atlanta, GA 30303
Phone: (404) 651-4320  fax: (404) 651-4319

Instruction—Fill in form and submit electronically or print the form and fax to 1-4319. Please complete all information. All newly acquired GSU vehicles are covered for liability automatically for 30 days after the date of purchase. During this time, the department should request the following insurance options: 1) liability coverage; 2) physical damage (collision); 3) contract maintenance (ARI)

GSU Department Requesting Coverage:
(A complete mailing address, phone, fax and email address must be furnished):

GSU Department Address: ____________________________________________________________

GSU Contact person: ________________________________________________________________
Contact person’s phone: __________________________ Fax: __________________________
Email address for GSU Department Contact: __________________________________________

Description of the Vehicle

Year __________________ Make __________________ Model __________________
VIN ____________________________________________________________
Purchase price: $ ______________________________________________
Tag number (if available) __________________________ GSU number __________
Date vehicle was delivered to GSU _________________________________

Insurance Selection

☐ Liability (provides coverage if GSU vehicle strikes damages property owned by a third party)
☐ Physical Damage (provides coverage to the GSU vehicle if damaged in an accident)
☐ Contract Maintenance (DOAS program thru Fleet Support Services and ARI)