Request for Certificate of Insurance
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. The certificate will be sent to (1) GSU Safety & Risk Management, (2) GSU department contact and (3) the entity requesting the certificate (if marked on the form).

GSU Department Requesting Certificate of Insurance
(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:

Describe the Activity (if for a contract, can send a copy of the Scope of Services):

GSU Department's relationship to the entity that is requesting the Certificate of Insurance:

Requesting a Certificate of Insurance for which insurance coverage? (Check all that apply)
- Automobile Physical Damage
- Automobile Liability
- General Liability
- Professional Liability
- Property Insurance
- Student Professional Liability
- Workers Compensation Program
- Other:
If other, please clarify:

Entity or Contractor Requesting a Certificate of Insurance:
(A complete mailing address, phone, fax and email address must be furnished)
- Check here if you want GSU Safety & Risk Management to fax a copy of the certificate direct to the entity or contractor. If this is not checked, the certificate will be sent to the requesting GSU department.

Contact's Name:
Company:
Address:
City: State: Zip:
Phone Number:
Email address for Entity's Contact: