

Refer questions to:
System Office of Risk Services
 Phone: (907) 450-8150
 Fax: (907) 450-8177



Butrovich Building
 910 Yukon Drive, Suite 001
 PO Box 755240
 Fairbanks, AK 99775-5240
www.alaska.edu/risksafety

REQUEST FORM – CERTIFICATE of SELF-INSURANCE	DATE	
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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
 Other (Describe):
Student Accident CAN NOT be requested on this form.
 For Student Accident, please go to
<http://www.alaska.edu/risksafety/ua-only/student-accident-insuranc/index.xml>

The University of Alaska cannot add others as Additional Insureds or provide a Waiver of Subrogation. If the other party is requesting these terms, refer back to your university 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.

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 INFORMATON

Your university:	<input type="checkbox"/> SW	<input type="checkbox"/> UAF	<input type="checkbox"/> UAA	<input type="checkbox"/> UAS
Your name:				
Your title:				
Your phone:				
Your email:				
Any notes or comments:				

1 GET REVIEW BY CAMPUS RISK MANAGEMENT / GRANTS / PURCHASING – Check appropriate box :

<input type="checkbox"/> Frances Isgrigg, UAF Dir EH&S/ Risk Management <input type="checkbox"/> Rosemary Madnick, UAF Director Grants & Contracts <input type="checkbox"/> Other (Please list):	<input type="checkbox"/> Doug Markussen, UAA Dir EH&S/ Risk Management <input type="checkbox"/> Tana Myrstol, UAA Director, Office of Sponsored Programs <input type="checkbox"/> Other (Please list):
<input type="checkbox"/> Dan Garcia, UAS Risk Management <input type="checkbox"/> Other (Please list):	<input type="checkbox"/> Other (Please list):

INCLUDE COPIES OF THIS CERTIFICATE OF SELF INSURANCE TO:

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2 TO ORDER THIS CERTIFICATE OF SELF-INSURANCE, PLEASE SEND TO:

Amy O’Sullivan
 SW Risk Services
ua-risk@alaska.edu