



AMERICAN UNIVERSITY
WASHINGTON, DC

Certificate of Insurance (COI) Request Form

Certificates of Insurance are issued only for University sanctioned events and are required as part of a contract, purchase order, or other agreement. Please forward the documentation requiring the COI with the information on this form to:

Rashaan Evans
Assistant Director, Risk Management
Risk Management & Safety Services
Phone: 202-885-6813/ Fax : 202-885-2330
revans@american.edu

Date needed by: _____

Faculty/Staff member name & Department: _____

Phone number/extension: _____ Email address: _____

Description of activity, including date(s), and any leased or borrowed equipment or facility (if applicable):

Name of requesting organization, entity, or person: _____

Address: _____

Contact's name: _____ Phone number: _____

Fax number: _____ Email address: _____

Special terms and conditions, or other information:

