

Certificate of Insurance Request (COI)

Risk Management- Phone (803) 231-7401 or (803) 231-7402

Person Requesting COI:	
Contact Phone Number:	
Department:	
Date of Request:	
Certificate Holder & Address:	
Date of Event:	
Attention:	
Title of Event:	
Address:	
Written Contract: (If yes please send with request.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Interest*: (If yes please send with request.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loss Payee**:	
Mortgagee***:	

***Additional Interest** - a certificate holder from whom you lease equipment, property or vehicles. This is commonly referred to as "Additional Insured."

****Loss Payee** - a party besides you (such as a lending institution) that has an insurable interest in the equipment, property or vehicles.

*****Mortgagee** – usually the bank who holds the mortgage on a building.

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