



NAZARETH UNIVERSITY
Certificate of Insurance Request Form

If you need a Nazareth Certificate of Insurance for 3rd party, please complete the form and email it to Sue Ahn at sahn3@naz.edu.

Please attach **an executed contract** between the 3rd party organization and Nazareth University.

A. Requesting Department

Date		
Request by	Name	
	Extension	
Department		

B. Contact Information

Certificate Holder (Organization or Company name)		
Address	Street	
	City, State, Zip	
Telephone #		
Email (COI will be email directly)		
Contact Person		
Special Delivery Instruction		

C. Required Coverage (not required if an executed contract is attached)

Coverage	Minimum Coverage	Note
Commercial General Liability Bodily Injury & Property Damage Limit Products/Completed Operations Limit Personal Injury and Advertising General Aggregate Limit	\$ 1,000,000.00 each occurrence \$ 1,000,000.00 aggregate \$ 1,000,000.00 each person or organization \$ 2,000,000.00	Endorsed exclusions/limitations for the following are not permissible: Athletic Participants, Contractual Liability, or Designated Premises Restriction
Excess Umbrella Liability Combined Single Limit for Bodily Injury & Property Damage	\$ 2,000,000.00 each occurrence \$ 2,000,000.00 aggregate	
Additional Insured	Nazareth University must be named as an Additional Insured, on a primary basis, under the following coverages (if required): general Liability, Liquor Liability, Excess Umbrella Liability and, if checked here, the other insurance described above .	
Other Requirement (please describe in details)		