

## Certificate of Insurance

A Certificate of Insurance is a document that is provided by the University's insurance company to parties outside of Purdue. It provides that party with official documentation evidencing the existence of insurance that Purdue carries pertaining to an event or activity. This request usually culminates as a result of a contractual relationship.

Should a Certificate of Insurance be required, please follow the steps listed below:

- Secure an electronic copy of the contract that requires the Certificate of Insurance. A copy of the contract may be requested prior to issuance of the certificate.
- Complete the Certificate of Insurance request [RM02](#)

Follow the directions on that form, emailing the completed form and contract to Dave Truett at [dtruett@purdue.edu](mailto:dtruett@purdue.edu)

- Additional information regarding Certificates of Insurance can be found at the link below:  
[Memo 8](#)
- Questions or problems should be addressed to Dave Truett at 496-7440

*Updated May 2018*