

CERTIFICATE OF INSURANCE

If a department within the University enters into an agreement with a party external to the University, the University is sometimes requested to provide proof of insurance coverage. This can be accomplished through a certificate of insurance. It is the role of the Manager, Risk & Insurance to determine if it is possible to provide the certificate of insurance.

A certificate of insurance is written evidence that an entity, in this case Dalhousie University, has appropriate insurance in place to cover students or employees while working on behalf of the University at sites external to the University.

If a department, or a student within the department, requires a certificate of insurance, the department administrator should fill out the attached form and send it to the Manager, Risk & Insurance, University Risk and Assurance, Henry Hicks Building or email insurance@dal.ca. If a student contacts University Risk and Insurance to request a certificate, they will be instructed to request the certificate through their department administrator.

The certificate of insurance will be sent directly to the certificate holder if an email address is provided with a copy to the department, unless otherwise specified. If an email address is not provided, a copy will be sent to the department only with a request that the department forward it to the institution requesting proof of coverage.

The certificate can only be provided for the current calendar year, but can be renewed for subsequent years upon request. Certificates will not be issued for future calendar years until close to the end of the current calendar year.

Please allow sufficient time for the certificate to be processed, by notifying the Manager, Risk and Insurance a week or two before it is required. This will allow time to assess and review the request to make sure appropriate cover is in place or if it is possible to provide a certificate of insurance. Not all requests are straight forward, and the Manager, Risk and Insurance may follow up with the department for further information before the certificate can be finalized.

If the request for a certificate of insurance is a result of an agreement, please provide a copy of the agreement . The agreement will provide additional information pertinent to providing proof of coverage. Ensure the agreement is appropriately signed per the University's signing authority policies, which can be found on the University Secretariat web site under the University Policies, Finance and Purchasing section, https://www.dal.ca/dept/university_secretariat/policies/finance.html

Certificate of Insurance Request

Department Requesting the Certificate on Behalf of Dalhousie University

Department:	Phone Number:
Contact Name:	Fax Number:

External Organization Requesting the Certificate of Insurance

Organization Name:	
Address:	
Contact Name:	
Title:	Phone Number:
Email Address:	Fax Number:

Specific Activity

Location of Activity:
Address:
Nature of Activity:
Who is performing activity:
Date(s) of activity:

Other Information

Additional Insured?	Limit of Insurance (if specified):
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For Office Use Only

Approved by: _____	Date: _____	Renew? _____
Term of Agreement: _____		

If you have any questions, please call (902) 494-1303.