

# CERTIFICATE OF COVERAGE REQUEST

Revised August 2022

### HOME

## Certificate Flow

Welcome to the State of Utah Risk Management Certificate of Coverage request site. This site is intended for Risk customers ONLY.

Please read the instructions covering this process.

The instructions for this process can be found here.

I Have Read The Instructions

Click the box to acknowledge you have read the instructions.

Then click Next.



### HOME

Certificate Flow		
Certificate Requestor, Your Information (School District/Charter School/Higher Education/State A August 1, 2022	gency)	
*Your First Name		
*Your Last Name		
* Phone		
Email		
*Your Agency (School District/Charter School/Higher Education/State Agency)		
None		<b>‡</b>
	Previous	Next

In these fields, our Insured's representatives, who are the Certificate Requestors, need to input their contact information. (This means you)

Click "Next" once you have completed this step.

At any time, click on the "Previous" button to go back, review and/or update any field in the previous page.

HOME Certificate Flow Entity You Are Doing Business With That is Requiring Proof of Insurance (Certificate Holder) Certificate Holder Contact Information Certificate Holder Contact First Name Certificate Holder Contact Last Name Certificate Holder Contact Phone Certificate Holder Contact Email Entity Information Certificate Holder Entity Name Certificate Holder Alternate Name \* Certificate Holder Address Certificate Holder City Certificate Holder State (i.e. UT)

Certificate Holder Entity name and Alternate Name. (requestor)

Use these two fields to type the entire entity name, as it appears on the contract or agreement.

*Certificate Holder Postal Code  Other Information  Has the same certificated been issued p  Yes  No  If so, please provide previous certificate  Will this certificate need to be renewed  Yes  No  *Certificate Holder asking to be name	
Has the same certificated been issued p Yes No If so, please provide previous certificate Will this certificate need to be renewed Yes No	
Has the same certificated been issued p Yes No If so, please provide previous certificate Will this certificate need to be renewed Yes No	
Yes No If so, please provide previous certificate Will this certificate need to be renewed Yes No	
No If so, please provide previous certificate  Will this certificate need to be renewed  Yes  No	number.
Will this certificate need to be renewed  Yes  No	number.
Will this certificate need to be renewed  Yes  No	number.
Yes No	
Yes No	
Yes No	,
No	
•	
*Certificate Holder asking to be name	
	ed Loss Payee?
○ Yes	•
○ No	
*Certificate Holder asking to be name	ed Additional Insured?
Yes	
○ No	
*Endorsement of Additional Insured?	

Choose "Yes" if you want to renew this certificate annually. "No" is selected by default.

Loss Payee Definition: A person or entity that is entitled to all or part of the insurance proceeds in connection with the covered property in which it has an interest. Often those asking to be named as loss payees have leased some type of equipment to the insured – a photocopy machine, for example. Chosen usually when the insured is renting equipment.

Additional Insured Definition: A person or organization not automatically included as an insured under an insurance policy who is included or added as an insured under the policy at the request of the named insured. A named insured's reason for providing additional insured status to others may be a desire to protect the other party because of a close relationship with that party or the requirement of a contact.

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### HOME

### Certificate Flow

\* Reason for this Request

### Complete this field.

Please include information about the request, such as:

- Who will be participating?
- · Who is sponsoring the activity?
- What does the event include?
- Where will the event will be held?
- · When will the event take place?
- · Why is the event taking place?
- · How is transportation being handled?
- . Is this for a contract or agreement? If so, what is the nature of the contract or agreement.

The description must be fewer than 500 characters.

Please request certificates at least 3 business days prior to events requiring the certificate. Certificate review and processing can take three days or more in some circumstances.

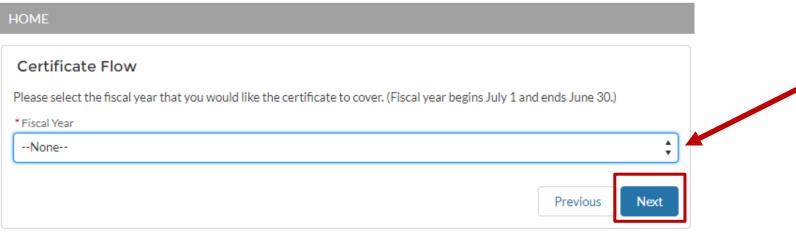
Previous

Next

In this field, insert the reason why you are requesting the certificate.

Follow the questions on this screen to complete this step.

Please do not copy and paste the questions below in the "Reason for Request" field.



Certificate Fiscal Year defaults to Current Year.

Click the drop-down arrow if you need the certificate for next year. Click "Next" to continue.

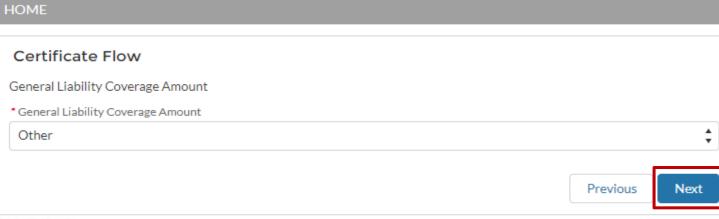
# Utah Division of Risk Management



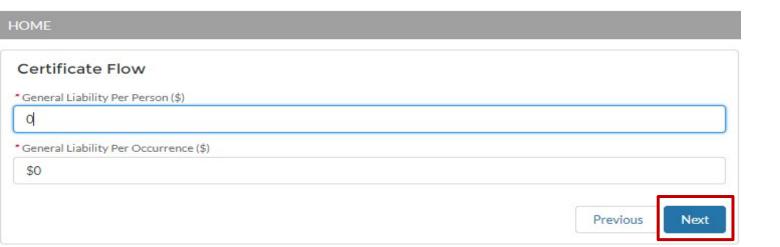
### **General Liability Coverage Definition:**

Insurance that covers claims arising from property damage or bodily injury caused by the named insured's negligence or acts of omission in the course and scope of employment.

Click "Next" to continue.



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Click the drop-down arrow to choose the coverage amount

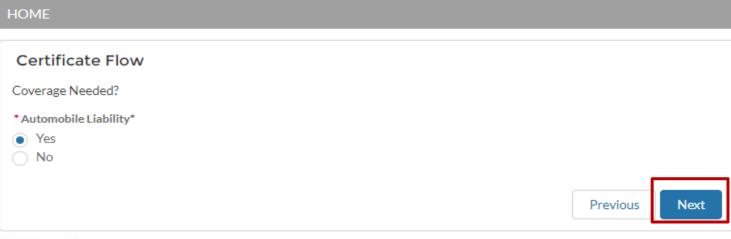
If you chose "Other", this screen will come up.

Add the desired amount and click "Next" to continue.

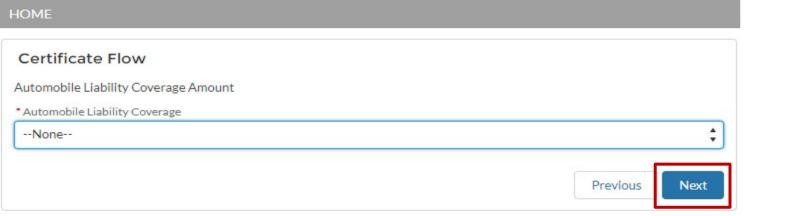
### HOME

Certificate Flow		
Do you require liability coverage in the following areas (previously selected liability limits will apply)	:	
Employee Dishonesty/Faithful Performance  Yes No		
Errors & Omissions  Yes No		
Health Care Professional Liability  Yes No		
Personal and Advertising Injury  Yes No		
Products Liability/Completed Operations  Yes No		
Professional Liability  Yes No		
	Previous	Next

Make the appropriate selections and click "Next".



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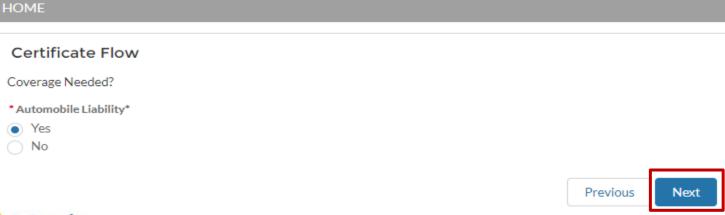


### **<u>Automotive Liability Coverage Definition:</u>**

Coverage for damages your auto causes to others and their property.

You will see this screen if you answered "Yes" to the Automobile Liability Coverage question.

If not, skip to the page 10 of this document.



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# Certificate Flow Auto Liability Per Person (\$) Auto Liability Per Occurrence (\$) Auto Liability Per Occurrence (\$) Previous Next

### **<u>Automotive Liability Coverage Definition:</u>**

Coverage for damages your auto causes to others and their property.

If you chose "Other", this screen will come up.

Add the desired amount and click "Next" to continue.



### **<u>Auto Comprehensive Coverage Definition:</u>**

Coverage for the following:

- 1) Storms and natural disasters like tornadoes, hurricanes and earthquakes;
- 2) Vandalism and theft
- 3) Broken or shattered windows and windshields;
- 4) Animal damage;
- 5) Falling objects

### **Collision Coverage Definition:**

Coverage that pays for physical damage to your vehicle caused by rolling over or by a collision with another vehicle or object, such as building, fence, or telephone pole.

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### **Property Insurance Definition:**

Provides protection against most property risks, such as fire, theft and some weather damage. This includes specialized forms of insurance such as fire insurance, flood insurance, earthquake insurance, home insurance, or boiler insurance. Our policy is ALL RISK, meaning risks are covered unless excluded.



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You will see this screen if you answered "Yes" to the Property Coverage question. If not, skip to the page 13 of this document.

### **Actual Cash Value (ACV) Coverage:**

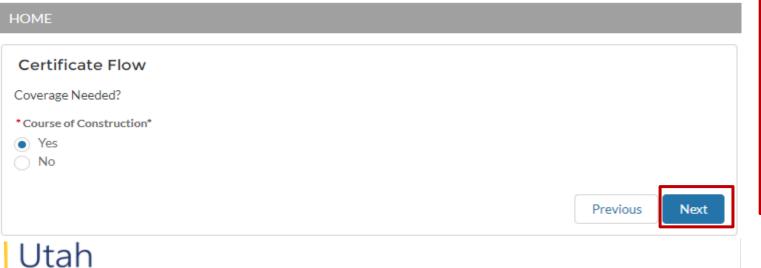
In the property and casualty insurance industry, Actual Cash Value (ACV) is a method of valuing insured property. Actual Cash Value is not equal to Replacement Cost Value (RCV). ACV is computed by subtracting depreciation from replacement cost.

### Replacement Cost Value (RCV) Coverage:

A property insurance term that refers to the cost to replace an item or structure to its pre-loss condition.

If you chose "Other", this screen will come up.

In this field, enter the property amount needed if RCV or ACV is not adequate and click "Next" to continue.



### **Course of Construction Coverage:**

A Course of Construction Insurance policy, or "Builders Risk" policy is designed to provide coverage for buildings while under construction. It covers the value of the property being constructed until it's either moved into, or ready for occupancy, the Contractor's value in materials at the job site before being installed and materials in transit intended for the job.

The policy may be written to cover the whole structure for new construction or for rehab projects. It can also be used to cover a specific project. This must be purchased through Risk Management BEFORE it can be put on the Certificate of Coverage.

Contact us at 801-538-9570.

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Certificate Flow
Coverage Amount
\*Course of Construction Amount (\$)

\$0

If you chose "Yes" on the previous page, this page will appear.

Type the amount of coverage determined for your Course of Construction project.

Click "Next" to continue.

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Next

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### Certificate Flow

All required information has been collected. Below is a summary of your certificate request. If the information is correct, click 'Next' to submit your certificate.

Click 'Previous' to go back and adjust any information.

Certificate Holder:

test

Insured Entity:

Utah Division of Risk Management

Reason for Request:

test

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### Certificate Flow

Thank you for submitting a request for a Certificate of Insurance. Your request is being processed. Please contact Darin Dennis at DarinDennis@utah.gov with any questions.

Your Certificate Request number is CERT-2300693. Please record this number for your records and correspondence with the insurance team. You will receive a confirmation email shortly.

\*Do you want to request another certificate?



No

Next

If you are finished with your certificate requests, select "No" you do not want to request another certificate.

Click "Next" to continue.

If you would like to request more certificate requests, select "Yes".

Click "Next" to continue.

Follow the process until all requests have been made.

### **HOME**

### Certificate Flow

Thank you.

Your certificate request will be processed shortly.

You may close this window or click here to to to the Risk Management website.

Finish

Once all certificate requests have been made and you chose "Yes" on the previous page, this page will appear.

Click "Finish" to complete your request(s).