

Certificate of Insurance Request Instructions

There are many situations when an outside group/organization may request us to provide proof of our general liability insurance.

- outside groups visit our campus (3rd party organizations)
- Southwestern sponsors an event at an off-campus location (GISD stadium)
- our athletic teams visit another institution for tournaments
- a tournament is hosted at Southwestern by outside organizations/teams
- we enter into a contract for a service or to lease equipment

To request a certificate of liability insurance (COI) click this link to then [google request form](#).

The request will be sent to Safety & Risk Management Office to produce the COI. The COI will be e-mailed to the outside organization.

Please plan for a minimum of one week to process.