

Certificate of Liability Insurance Request Process

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
- our athletic teams visit another institution for tournaments
- a tournament is hosted at Southwestern including outside organizations/teams
- we enter into a contract for a service or to lease equipment

To request a certificate of liability insurance (COI):

- send a brief e-mail request to Michael DeLance in the Safety & Risk Management Office - delancem@southwestern.edu.
- You will then be sent a google form to complete and provide the necessary information needed to produce a certificate.

Please allow up to two weeks to complete this process.