

Requests for Certificates of Insurance

All requests for certificates of insurance by County Extension Offices are coordinated through the ISU Office of Risk Management (ORM). To request a certificate of insurance, please send an email to Deb Keys (dlkeys@iastate.edu) or to the Office of Risk Management (lorm@mail.ats.iastate.edu). In order to facilitate processing certificate requests, the following details should be provided in the email:

- Name of event/activity (include brief description)
- Beginning and end dates of event/activity
- Location of event/activity
- Name and address of the outside entity requiring proof of insurance
- Distribution instructions (mail, fax, or email to county office and/or to certificate holder)

If you have any questions, please call the Office of Risk Management (294-7711).