



## Insurance Certificate Request Form

This form can be used to request a copy of Ryerson's insurance certificate. Please submit completed forms to [insurance@ryerson.ca](mailto:insurance@ryerson.ca).

### Your contact information

<b>Name</b>	<b>Email</b>	
<b>Please indicate if you are a:</b>	Ryerson student	Ryerson employee

### Certificate holder information

Please provide details for the **external** organization or individual requesting Ryerson's proof of insurance.

<b>External organization or individual's name</b>		
<b>Mailing address (Street number and name)</b>	<b>City</b>	<b>Province</b>
<b>Postal code</b>	<b>Phone</b>	<b>Email</b>

### Nature of activities

You may specify multiple activities, locations or dates on this form.

<b>Please describe the activities for which insurance is required.</b>	
<b>Activity locations</b>	
<b>Persons participating in activity</b>	<b>Activity dates (dd/mm/yyyy)</b>

### Limits of insurance required

By default, Ryerson's general liability coverage is set at \$2,000,000. You may wish to contact your external partner or review your contract with them to determine if a greater amount is required.

<b>Do you require coverage for more than \$2,000,000?</b>
<b>Additional insured: Does your external partner need to be named on Ryerson's insurance policy for the duration of your activity?</b>
<b>Do you need Ryerson's insurance certificate to name specific types of liabilities, such as host liquor liability or business interruption liability?</b>  <b>If yes, please specify:</b>