

CERTIFICATES OF INSURANCE

The following guidelines are designed to assist District/College staff when an agreement, contract or use permit requires the District to furnish an outside agency with a certificate of insurance, including an additional insured or loss payee endorsement.

All requests for certificates of insurance are processed through the Office of Risk Management. Please provide at least one week's notice before needed to obtain certificates of insurance.

Please email the request to cburdick@peralta.edu or fax it to the Office of Risk Management at 510-466-7240.

Please note:

* If an additional insured or loss payee endorsement is required, Alliance of Schools for Cooperative Insurance Programs (ASCIP) requires a copy of the contract. ASCIP prefers to have a complete agreement on file; however, if the contract is excessive in size, the following portions may be extracted:

- First page of the agreement (usually identifies the parties, contract number, description of the activity)
- Complete insurance and indemnification sections
- Schedule of payments
- Description of property
- Section of the contract that specifies the length of the agreement.

If you have any questions regarding a certificate of insurance, please contact the Risk & Safety Programs Manager at (510) 466-7264 or rlroberts@peralta.edu or Carrie Burdick at (510) 466-7240 or cburdick@peralta.edu.