

# PROCEDURES FOR REQUESTING GENERAL LIABILITY CERTIFICATES OF INSURANCE

## FOR ON OR OFF-CAMPUS EVENTS/ACTIVITIES

1. Log into Adobe Sign at this website address:  
<https://www.smc.edu/administration/information-technology/support.php>  
Click "Start from Workflows" and search for "Certificate of Insurance". From there, follow the instructions provided to submit the request.
2. In addition to #1 - ANY VENDOR(S) REQUESTING TO BE ENDORSED AS "ADDITIONAL INSURED" OR "LOSS PAYEE" WILL BE REQUIRED TO PROVIDE AN AGREEMENT/CONTRACT STATING INSURANCE REQUIREMENTS, OR INSURANCE REQUIREMENTS CAN BE STATED ON THE VENDOR'S LETTERHEAD. THE DOCUMENTS SHOULD BE FORWARDED TO RISK MANAGEMENT FOR REVIEW PRIOR TO ISSUING A CERTIFICATE OF INSURANCE.
3. In addition: Any **AGREEMENT/CONTRACT** with wording requesting SMC to **WAIVE ITS RIGHT TO SUBROGATION** must be removed. A request for SMC to waive its right to subrogation could result in an exclusion from coverage. Please request this requirement to be removed. If it is unable to be removed, please provide documentation that a request for removal was made, and documentation from the contracting party explaining the reason why it cannot be removed. Contact Risk Management if there are issues **x8170**.
4. ALL REQUESTS SHOULD BE RECEIVED BY RISK MANAGEMENT NOT LATER THAN 7-10 BUSINESS DAYS PRIOR TO EVENT.

**Please contact Risk Management at ext. 8170 if you have any additional questions or comments.**