

## CERTIFICATE OF COVERAGE CHECKLIST

When your agency enters into a contract or agreement, the other party may request proof of insurance coverage. The Certificate of Coverage document provides proof of the state's insurance. When you need a Certificate of Coverage, follow these simple steps:

- Review your proposed agreement or contract.** Make any needed changes to language *before* requesting a certificate. Look for inappropriate language like combined single limits, guests or invitees, any or all and indemnity/hold harmless language and change as necessary. Do not indemnify an independent contractor. The contract/agreement cannot be in conflict with the Oregon Tort Claims Act.
- Provide a legible copy of the entire contract/agreement.** DAS Risk Management will verify the changes on your contract/agreement for inaccurate or unacceptable contract language or insurance requirements.
- Submit the request for Certificate of Coverage at least five business days *before* you need the certificate issued.** DAS Risk Management requires this time for processing all requests.
- Provide a description of the work that requires coverage.** Describe the event, work or action requiring coverage. Be specific.
- Provide the date or dates that coverage is needed.** Specify the date or date of the events.
- Provide the name and address of party requesting the coverage.** As contained in the contract/agreement, who is requesting the proof of insurance coverage.
- Provide the official name and address of the state agency to be covered.** Also provide mailing address if different than physical address.

This is a quick check list when you need a Certificate of Coverage. If you have additional questions, contact DAS Risk Management at (503) 373-7475, [risk.management@oregon.gov](mailto:risk.management@oregon.gov).