

**Cornell University
Weill Cornell Medical Center
Certificate Request**

Questions: Call or Email Katherine Bisceglia
(630) 285-4059 katherine_bisceglia@ajg.com

Send Requests to Gallagher Service Center - 24 hour turnaround time
E-mail: certrequests@ajg.com AND Katherine_bisceglia@ajg.com

Named Insured (Select One)

Cornell University
Risk Management & Insurance
395 Pine Tree Rd. Suite 330
Ithaca, NY 14850

Cornell University
Industrial Labor & Relations
395 Pine Tree Rd. Suite 330
Ithaca, NY 14850

Cornell University Joan & Sanford I. Weill Medical College
575 Lexington Ave, 6th floor
New York, NY 10022

Other

Name & Address of Certificate Holder: _____

E-mail address: _____
(Email address is required to issue the certificate)

Certificate Purpose: _____
If this is for an event, please state type of event, location, and date. Please note that event dates cannot exceed policy term expiration date.

Special Wording: _____

Coverage Requested – Please Check

General Liability Auto Property Workers' Compensation

Professional Liability Foreign Liability Excess/Umbrella Coverage Other _____

Additional Insured Requested (applies to Liability only) Yes

**MUST INCLUDE A COPY OF CONTRACT IF REQUESTING
ADDITIONAL INSURED STATUS**

Loss Payee Requested (applies to Property only) Yes

Requested by:

Request Date:

Certificate of Insurance FAQ

- Name & Address of Certificate Holder – Is that the entity who is requesting the certificate? **Yes. The certificate holder is the party that Cornell University has the agreement with.**
- Certificate Purpose – What would be appropriate here for sponsored awards? **This section would list the business purpose or OSP# , title of award/agreement and the begin and end dates of the award/agreement**
- Special Wording – What is intended to go here? **If Certificate Holder requests to be named additional insured and all of the entities that need to be listed as additional insured or if the Certificate Holder requests a waiver of subrogation. Some contracts request specific wording to be written on the certificate of insurance.**
- What do we do if we're not sure what coverage is required to be noted on the certificate? **If the agreement doesn't clearly state the insurance requirements, then contact the RMI office.**
- What is the anticipated timeframe for turnaround of such requests? **The broker is anticipating a 24 to 48 hour turnaround time.**
- With the implementation of this form, is RM no longer involved in conversation regarding these certificates? **The RMI office will assist with any questions regarding contracts/agreements, insurance and certificate requests. Nakeschi and I understand that there will be a period of time for everyone to learn about the new form and requesting the certificate from the broker.**