

MONTGOMERY COUNTY PUBLIC SCHOOLS

Request for Certificate of Insurance

Division of Financial Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

INSTRUCTIONS

This form is used to request a copy of MCPS's Certificate of Insurance (COI), evidencing general liability insurance to suppliers that request it for school-related events and leases. Please complete the questions below and submit at least one week in advance of the event. Contact the Risk Management Specialist at 240-740-7524, if you have questions. Email completed form to: RiskManagement@mcpsmd.org and Maria_D_Torralba@mcpsmd.org.

TO BE COMPLETED BY REQUESTOR/EMPLOYEE

School/Department Name _____

Employee Name _____ Phone ____ - ____ - ____

CERTIFICATE HOLDER (complete information in the box below of the supplier requesting our COI)

Company Name _____

Address _____

City, State, Zip Code _____

Contact Person _____ Phone Number ____ - ____ - ____

EVENT INFORMATION

Date of the Event ____/____/____

Reason for Certificate of Insurance Request (describe event): _____

ATTACHMENTS

An attachment is **required** for types of requests below (please check the appropriate box below):

Event

- Prom—Event Contract
- Art Show—Event Contract
- Sport Event—Flyer, Contract

Lease

- Property—Letter from the Lessor or copy of the lease
- Equipment
- Rentals—Rental Order (some rental companies may include a sample of their COI)