

INSURANCE CERTIFICATE/STUDENT LETTER REQUEST

Columbia College Hollywood

All information must be filled out completely and legibly. Incomplete requests will be returned. A copy of the certificate of coverage or student letter will be provided to the STUDENT via the Student Mailboxes.

- Requests are processed by an Insurance Company and may take as long as **Fifteen Business Days** to process.
- **All equipment rentals must attach an itemized list of rented equipment with replacement costs.**
- Some Rental Houses, National Parks, and Private Locations may require Additional Insured / Loss Payee coverage. Such requests may also take as long as **Fifteen Business Days** to process.
- **DO NOT** contact the Insurance Company Office. All requests & claims must be handled through the college.
- **REQUEST SUBMITTED LESS THAN A WEEK IN ADVANCE WILL NOT BE PROCESSED.**

Today's Date: _____

Student/Director: _____ Phone: _____

UPM: _____ Phone: _____

Title: _____ Class/Prod #: _____

Be sure to identify each location/vendor with its proper name or description. (i.e. If a location is an apartment, identify it as such. If you are renting equipment, give the company's full name.) Additionally, if filming in an apartment or home, include the owner's name and mailing address.

1. Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Description of Equipment or Structure: _____

Replacement Cost: _____

Scheduled Shoot Dates: _____

Does the Vendor / Property owner require Additional Insured / Loss Payee coverage? _____

2. Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Description of Equipment or Structure: _____

Replacement Cost: _____

Scheduled Shoot Dates: _____

Does the Vendor / Property owner require Additional Insured / Loss Payee coverage? _____