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## Insurance Forms



In this section you will find a variety of forms, guidelines & checklists. These are categorized by type for your convenience.

Please select from the menu on the left accordingly to ensure you have downloaded the most recent version.

New - April 2023: The University requires that **all employees/volunteers/students** carry a Minimum \$1 Million Third Party Liability Limit on their Personal Vehicles that they use for University business purposes. Signing and returning the new driver profile is sufficient proof of the \$1M third-party liability limit. The University of Guelph vehicle and non-owned auto policy will respond first in the event of an accident. For personal vehicles, the drivers policy is always primary and the University insurance would respond to a claim if the University is named or losses exceed the primary policy.

### 1. Insurance Office Forms

- [Automobile Incident Report Form](#) [1]
- [Faculty & Staff Profile Form](#) [2]
- [Student & Volunteer Vehicle Use Form](#) [3]



- [Volunteer Form](#) [4]
- [Camps Policy & Forms - Internal](#) [5]
- [Bodily Injury Incident Report Form](#) [6]

## 2. Certificates of Insurance

[Request for Certificate of Insurance](#) [7]

## 3. Construction Insurance Applications

Both forms below are required to be completed for all renovations on campus with a value of \$5 million or higher and for all new buildings or new additions.

Applications should be submitted to [Eric Hinse, Director of Treasury](#) [8] at least 1 month prior to the expected beginning date of construction.

[Course of Construction & Wrap Up Liability Application Form](#) [9]

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**Source URL:** <https://www.uoguelph.ca/finance/departments-services/insurance-office/insurance-forms>

### Links

[1] [https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/1\\_2\\_25\\_vehicle\\_incident\\_form\\_january\\_2018.pdf](https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/1_2_25_vehicle_incident_form_january_2018.pdf) [2] <https://www.uoguelph.ca/finance/sites/default/files/Vehicle%20Faculty%20%26%20Staff%20Profile%20Form%20-%20April%202023.pdf> [3] <https://www.uoguelph.ca/finance/sites/default/files/Student%20%26%20Volunteer%20Use%20of%20University%20Owned%20-%20April%202023.pdf> [4] <https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/Volunteers.pdf> [5] <https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/CampsPolicyandFormsINTERNAL.pdf> [6] <https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/Bodily%20Injury%20incident%20report%202010.pdf> [7] [https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/Certificate%20of%20Insurance%20Request%20Form%20-%20Luella\\_0.docx](https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/Certificate%20of%20Insurance%20Request%20Form%20-%20Luella_0.docx) [8] <mailto:ehinse@uoguelph.ca> [9] <https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/MMC%20Builders%20Risk%20%26%20Wrap-up%20Liability%20Application.doc>