# 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]

**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 [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 [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