



Certificate of Insurance (COI) Request Form

Please use a single form for each remote site with a different mailing address. A single form can be used for multiple dates and times, as long as they are at the same remote site. However, if a date or time changes, then a new COI request must be submitted. Forms can be obtained at jymathurin@mail.fairfield.edu.

1. Certificate of Insurance Information :

Today's Date	
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Remote Site				
Building/Suite				
Street				
Street				
City		State		Zip

Contact Name at Site		
Phone #		
Fax #		
E-Mail		

Date of Shoot	
Time	

2. Media Center Information:

Producer	
Project Title	
Home/Work Phone #	

Please **submit by e-mail** to Jean-Henry Maturin, at jymathurin@mail.fairfield.edu at least 2 working days prior to the stated "Remote Date."