

General Requirements for All Certificates of Insurance (COI)

Section A

1. List agent's or broker's name, address, telephone number, and fax number
2. List all insurers providing coverage and policy numbers of each policy
3. List policy period
4. Name and address of insured
5. Identification of project or operation with respect to certificate being issued
6. Provide description of coverage(s) and list limits of insurance for all policies
7. Special instructions or terms as indicated by Baylor in contract (for example: addition of Baylor as an additional insured, waivers of subrogation, etc.)
8. Signature of the insurer's agent or representative and date
9. List each insurers' NAO or FEIN
10. List A. M. Best rating of each insurer
11. List name of Baylor contact and their department
12. List date(s) of service under contract
13. The Certificate Holder Section of the COI must read: Baylor University, Risk Management Department, Attn: Director of Insurance & Contract Services, One Bear Place #97371, Waco, Texas 76798

Section B: (Submission of Required Documents & Approval of Risk Management)

All required documents must be presented to the Director of Insurance & Contract Services for review a minimum of 3 business days before date of services proposed.

Baylor University's Assistant Vice President & Chief Risk Management Officer must approve any exceptions to requirements presented in this document in writing before commencement of any service under a contract.

Additional limits or coverage may be required as determined by the Assistant Vice President & Chief Risk Management Officer.

Baylor University reserves the right to approve security of the insurance coverage provided by insurance companies. Failure of the contractor to fully comply with these requirements will be considered a material breach of contract and will be cause for immediate termination of the contract at the sole discretion of Baylor, without notice to contractor.

Section C (Director of Insurance & Contract Services' Contact Information):

Email: evelyn_miller@baylor.edu
Telephone: (254) 710-8985
Fax: (254) 710-6256