

**Certificate of Insurance
Request for Rental Vehicle**

Department: _____ Contact Person: _____

E-mail: _____ Phone#: _____ Fax#: _____

Department FOAP (account number) to charge: _____

Vehicle Information

Make-Model: _____ Year: _____

VIN#: _____ Replacement value: _____

licenses plate: _____

Rental dates: _____ thru _____

Rental Company Contact Information

Contact Person Name: _____

Rental Company Name: _____

Phone#: _____

Address: _____

City

State

Postal Code

Agent requires 24 hours notice to obtain insurance certificates

If the Rental Company does not know the exact vehicle that will be leased, obtain the detailed information on any comparable vehicle and the certificate will read coverage for "any substitute vehicle".

The State of NC Motor Vehicle Insurance policy insures private passenger rental vehicles for up to 30 days, for rental vehicles up to \$40,000 per value for private passenger and rental trucks up to a value of \$60,000 (less than 10,000 gross vehicle weight), without specifically having to report and add such vehicle to the policy. **FOR EXCEPTIONS:** the Traveler should contact Risk Management and Insurance, 252-328-2010(P), to add coverage for the rental vehicle in advance of the planned rental.

Important: When picking up rental vehicle, inspect the vehicle for prior damage and notify the rental company. When returning the vehicle, conduct a full inspection with rental personnel to identify any potential damage.

Please send the information to insurance@ecu.edu. **BEFORE YOU LEAVE** for you destination.