

Vehicle Insurance ID Card Request Form

Please complete the following information and email the completed form to: gl2421@columbia.edu The departmental Vehicle Coordinator listed below will receive a confirmation email from Risk Management within one business day. It takes 3-5 business days to obtain a new vehicle insurance ID card.

Please keep in mind that University policy states no vehicles may be operated without proper identification of appropriate and up-to-date registration, insurance, and inspections in accordance with State and Federal law(s).

Note: Insurance premiums will be charged to the responsible department on a quarterly basis. Risk Management can provide you with an estimated insurance premium upon request.

For complete information on Columbia's automobile and watercraft policies, please see the Administrative Policy Library. Further information is also available on the Risk Management website.

Vehicle Coordinator Name:

Vehicle Coordn Tel:

Responsible Department:

Vehicle Coordn Email:

Dept. Account number:

VIN:

Make and Model:

Year:

Vehicle's primary business purpose:

Condition:

Today's Date:

Odometer:

Where will vehicle be parked?

Address of primary parking place: