

Information Required to Request a Certificate of Additional Insured (Insurance)

To request a certificate of insurance for your shoot under the Academy for Creative Media, System, the following information is needed **at least 3 weeks in advance of your shoot.**

E-mail this form to: pkj@hawaii.edu

Your Name:

Name of Your Production:

Dates of the Production:

Owner of the Property:

Address of the Property:

Short Description of Activities that will be done on Property:

CM Course, Campus:

Required: Attach any certificate of additional insured paperwork provided to you by the Property Owner, if applicable. **Also, note if a Location Release was obtained** for the Property in lieu of a Request for a Certificate of Additional Insured (Insurance).