



# ACM SYSTEM CERTIFICATE OF INSURANCE - REQUEST FORM



**UNIVERSITY  
of HAWAII<sup>®</sup>**  
SYSTEM

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](mailto:pkj@hawaii.edu)

PLEASE PRINT CLEARLY	
<b>Full Name</b>	
<b>Name of Your Production</b>	
<b>Date(s) of the Production</b>	
<b>Owner of the Property</b>	
<b>Address of the Property</b>	
<b>Short Description of Activities that will be done on Property</b>	
<b>CM Course</b>	<b>Campus</b>

**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).