



## The GW Medical Faculty Associates

### REQUEST FOR CERTIFICATE OF INSURANCE (COI)

Name of provider, including designation (please print):

\_\_\_\_\_

Dates of employment at MFA: \_\_\_\_\_

\*\*\*If you are a resident, please indicate the dates of residency\*\*\*

Department /Title: \_\_\_\_\_

Contact information:

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you wish to be contacted?  Email  Telephone  Fax  U.S. Mail

\*\*\*If you choose email, please ensure that the email address provided above is valid\*\*\*

**I acknowledge and understand that the COI reflects only the status of the policy when the COI is issued and is not a guarantee that the policy will remain active throughout the policy period specified.**

Signature of provider/requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Please email this form to: MFA-Office of the General Counsel- Risk Management  
[insurance@mfa.gwu.edu](mailto:insurance@mfa.gwu.edu)

***For claims history request, please complete a claims history request form and attach any documents with the specific language containing the claims history question.***