Certificates of Insurance Provided by the Nevada System of Higher Education (NSHE)

An outside entity may require that we provide a certificate of insurance or letter of self-insurance. If this occurs, contact the BCN Risk Management Office at (775) 784-4394 for assistance at least 10 working days prior to the initiation of the event. When you contact us, the following information will be needed:

• Date certificate is needed
• Name of who is requesting certificate
• Name and address of the entity to which the certificate will be issued
• Date and duration of event
• Location of the event
• Description of event/planned activities
• Coverage requested
• Copy of contract, agreement, purchase order, letter of understanding