Guidance to Submit Insurance Certificates

General Requirements:

- Must use a signed ACORD 25 Form
- Must include Certificate of Liability Addendum Acord 855
- Must disclose type of insurance, carrier name, NAIC number, policy numbers, effective and expiration dates
- Must indicate a Waiver of Subrogation
- Must state that policies are on a primary and non-contributory basis
- Must include additional insured or named insured as required by the contract
- Must be a NYS Department of Financial Services licensed carrier
- Carrier must have an AM Best Rating in accordance with contract

Construction Contracts only:

- Must state the contract number (ex. D001234) or the project number (ex. 123456-00). Please note this does NOT apply to architect or engineering contracts
- Pollution Liability subcontractors must submit Accord 25 naming the additional insured including the General Contractor
- May provide a CG 20 38 or its equivalent in lieu of Pollution Liability endorsement

Workers Compensation and Disability Certificates

- Must include NYS C105.2 form or State Insurance Fund U-26.3 form for Worker’s Compensation
- Must include a NYS DB120.1 certificate for Disability
- Must confirm the Waiver of Subrogation on the Accord form or provide the WC 00 03 13 as proof
- Must NOT use Accord 25 Form for Workers’ Compensation and Disability Insurance

Submitting Insurance Certificates

- Must Email all forms to sucf.insurance@suny.edu
- Must Email Workers’ Compensation and Disability forms to sucf.constructionbids@suny.edu
- Must include the SUCF contract number or project number in subject line of email
- Must be emailed directly by the agent or carrier
- Must use pdf format for all forms
- Please do NOT send Encrypted, secured documents or third-party attachments
- Please do NOT mail additional copies to the Fund.

Specific contract requirements for insurance may be found in section 5.06 of the Construction contract or Article VII of the Consultant contract.

Questions by email concerning this guidance must be sent to sucf.insurance@suny.edu.