

**To provide an employer, school, or other entity proof of liability insurance coverage during the time you were a student at JMU, please do the following:**

- Please go to the JMU Enrollment Request page found at <http://www.jmu.edu/registrar/students/forms.shtml>
- Here you need to verify the years of your enrollment. You can do so by filling out the *[Enrollment and Degree Verification Request Form](#)* on this page, or by *a written letter* with the information the office of the registrar is requesting on this webpage.
- Please have the office of the registrar send our office, **the Office of Risk Management**, a copy of your enrollment verification.
- Please fill out a Certificate of Coverage (COC) request, found on the JMU Risk Management website at: <http://www.jmu.edu/riskmgmt/cocform.shtml>

When we receive both forms, we will email you a Certificate of Coverage (COC). We will use the email address given on the COC form as the address to mail the COC to.

If you need this information sent to you by any other means please contact Paula Miller at (540) 568-6495.

**To provide an employer, school, or other entity proof of liability insurance coverage during the time you were an employee at JMU, please do the following:**

- Fill out a COC request on the JMU Risk Management website: <http://www.jmu.edu/riskmgmt/cocform.shtml>
- Send an e-mail request for employment verification to [millerpg@jmu.edu](mailto:millerpg@jmu.edu). Please provide your full name including other names you might have used while working at JMU.