**RISK MANAGEMENT**

**REQUEST TO ADD INSURANCE TO A VEHICLE**

\*liability insurance is required for state vehicles and various equipment <https://legislature.maine.gov/statutes/14/title14sec8104-A.html>

AGENCY:

YEAR:

MAKE:

MODEL:

VIN:

COST NEW (not purchase price):

PERMANENTLY AFFIXED EQUIPMENT COST:

OWNED OR LEASED?

INTENDED USE?

**\***OUT OF STATE TRAVEL?

DESIRED EFFECTIVE DATE:

\*\*PHYSICAL DAMAGE COVERAGE Y or N?

Person requesting insurance

Phone #     Email

**\*Out of state travel must be preapproved for insurance coverage.**

**\*\*physical damage insurance is optional; cost varies by vehicle type.**

**As a reminder, non-employee drivers/operators must be pre-approved by our office with a** [**Vehicle Use Agreement**](https://www.maine.gov/osc/sites/maine.gov.osc/files/inline-files/VUA%20Form_0.pdf)**.**

Questions? Call us 287-3351

Fax (287-4008) or email this form to

Jen Maddox [Jen.Maddox@maine.gov](mailto:Jen.Maddox@maine.gov)