

# 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](#).**

Questions? Call us 287-3351

Fax (287-4008) or email this form to

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