

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
Jen Maddox Jen.Maddox@maine.gov

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