

# REQUEST TO ADD VEHICLES TO SCHOOL DISTRICT MASTER VEHICLE POLICY

<p style="text-align: center;"><b>ARKANSAS INSURANCE DEPARTMENT</b>  <b>Risk Management Division</b>                  1 Commerce Way, Suite 504                  Little Rock, Arkansas 72202-2087                  Phone: 501-371-2690 Fax: 501-371-2842                  Email: <a href="mailto:insurance.risk.management@arkansas.gov">insurance.risk.management@arkansas.gov</a>                  Website: <a href="http://www.insurance.arkansas.gov">www.insurance.arkansas.gov</a></p>	
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COMPLETE THE FOLLOWING FOR EACH VEHICLE TO BE ADDED TO THE SCHOOL DISTRICT MASTER VEHICLE POLICY

Check Yes or No to request Physical Damage (Comprehensive and Collision) Coverage.

Print or type District Lea No., District Name and District representative and date.

Return completed Request to Add Vehicle form to the Risk Management Division via fax (501-371-2842) or email ([insurance.risk.management@arkansas.gov](mailto:insurance.risk.management@arkansas.gov)).

**\*To request deletion of vehicles or changes to vehicles currently insured, indicate changes on the current Schedule of Vehicles Covered Report, sign, date and return the schedule to the Risk Management Division at the fax number or email address listed above.**

Year	Make / Model	Vehicle Identification Number (Include Complete VIN)	Original Cost	Add Comp/Coll Coverage		(30 Days or More) Leased Vehicle		(29 Days or Less) Rented Vehicles	
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No

**Please complete this section if Certificate of Insurance is Required (All Information Must be Completed)**

Loss Payee	Additional Insured	Lease/Rental Period
Additional Insured/Loss Payee Name	Additional Insured/Loss Payee Contact Name	
Additional Insured/Loss Payee Mailing Address		
Additional Insured/Loss Payee Email Address	Contact Phone Number	

District LEA No.	District Name
Phone Number	District Contact Person
District Contact Email Address	
Date of Request	