

**SALT LAKE CITY DEPARTMENT OF AIRPORTS**  
**GROUND TRANSPORTATION CERTIFICATE OF INSURANCE**  
**CHECKLIST**



**Certificates of Insurance (COI) must meet the required coverage and modifications. These special provisions are required by Salt Lake City Ordinance. If these provisions are not included on the certificate from your insurance agent, they will have to be returned for corrections and could impact company operations.**

**The following information must be included on the certificate (Acord 25). Please ensure that you check each box and have all the required information before submitting your COI.**

<input type="checkbox"/> COVERAGE AMOUNTS	For vehicles with a seating capacity of 15 or less including the driver: Business Auto Coverage Form providing a \$1,500,000 per occurrence limit of liability.  For vehicles with a seating capacity of 16 or more including the driver: Business Auto Coverage Form providing a \$5,000,000 per occurrence limit of liability.
<input type="checkbox"/> CERTIFICATE HOLDER	<b>Salt Lake City Corporation</b> must be named as the Certificate Holder with the following address:  <b>218 North 2200 West</b> <b>Salt Lake City, UT 84116</b>
<input type="checkbox"/> ADDITIONAL INSURED	<b>Salt Lake City Corporation</b> must be named as additional insured.
<input type="checkbox"/> CANCELLATION PARAGRAPH	Thirty Days' notice of cancellation must be included.
<input type="checkbox"/> AUTHORIZED REPRESENTATIVE	Certificate must bear the signature of an authorized agent.
<input type="checkbox"/> COPY YOUR INSURANCE AGENT	Don't forget to forward a copy of this information to your insurance agent.

Please contact the Ground Transportation Department with any questions  
at 801-908-7204/7205, by fax at 801-908-7220, or by e-mail at [SLCAirportGT@slcgov.com](mailto:SLCAirportGT@slcgov.com).

Thank you for your assistance and attention to this matter.