

Instructions to complete a Request for a Statement of Self-Insurance form (RMO-SOSI)

The State of Hawaii will submit this form in lieu of an insurance policy that is being requested by another entity or individual. The State of Hawaii, with few exceptions (ie DOE for County properties), will not indemnify other entities and/or list them as an additional insured on the State's insurance policies. Here are instructions for each section of the form in descending order.

- Have an authorized employee (Division Head/Principal/Vice Principal, etc.) sign their name on the "From" line and complete their position title at the top of the page.
- Provide the contact person's name, number and email address so the Risk Management Office will be able to follow up on missing information.
- Remember to provide the department and division.
- Provide specific instructions on how the SOSI form needs to be sent to the entity requesting the SOSI from the State (either by mail or email).
- If you have a range of dates or many different activity dates, you may provide it on one request form.
- The maximum timeframe for the "Date(s) of the Activity" is one year.
- All fields are required otherwise it may cause processing delays.
- Please allow, at the very least, 5 working days for the form to be issued.
- Provide a thorough description of how the activity is directly related to the core business of the respective department/division/branch.

Thank for your allowing the Risk Management Office serve you with your insurance needs.