



CERTIFICATION OF INSURABILITY

State Form 54688 (4-11)

DEPARTMENT OF CHILD SERVICES

INSTRUCTIONS: This form should be completed by all staff that will use their personal vehicle for business purposes. This form is to be completed on an annual basis during the employee's annual review or during orientation for a new hire. The original signed should be kept with Local Office/Division personnel file.

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|--|-------------------------------------|---------------------------------------|
| Name of employee | | Work County/Division |
| Home address (number and street, city, state, and ZIP code) | | |
| Make of Vehicle | Model of Vehicle | |
| Color of Vehicle | Vehicle Identification Number (VIN) | |
| License Plate Number | County of License Plate | License Plate Expiration (month/year) |
| Name of Insurance Company | | |
| Policy Number | | Date of Expiration (month, day, year) |

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|---|-------------------------|
| I certify that the above described vehicle, owned or operated by me, is covered and protected by public liability and property damage insurance full in force in accordance with minimum limits outlined in Indiana Code, IC 9-25-4-5 as shown below. | |
| Signature | Date (month, day, year) |

As an employee of the State of Indiana and the Indiana Department of Child Services using your personal vehicle for business purposes, you will be expected to conform to all State of Indiana laws and regulations concerning use of a motor vehicle, including proof of insurability. The current code section is listed below and will apply even if recodified under a new heading.

Indiana Code, IC 9-25-4-5 defines "Minimum Amount"...the minimum amount of financial responsibility are as follows:

1. Subject to the limit set forth in subdivision (2), twenty-five thousand dollars (\$25,000) for bodily injury to or the death of one (1) individual.
2. Fifty thousand dollars (\$50,000) for bodily injury to or the death of two (2) or more individuals in any one accident.
3. Ten thousand dollars (\$10,000) for damage to or the destruction of property in one (1) accident.