



INFORMATION NOTICE

DIVISION OF MOTORIST SERVICES

DATE: 05/05/23	Information Notice (INFO) INFO 23-019
SUBJECT: Risk Management Programs – Self Insurance Certificates	

Overview:

The Department is providing details concerning the required documentation for Risk Management Programs that provide self-insurance certificates.

Details:

Governmental entities that are authorized to be self-insured may enter into a Risk Management Program. Entities that are self-insured are not issued a self-insurance certificate by the Department, as shown in [RS-36](#).

If the customer presents a self-insurance certificate from a Risk Management Program, similar to the sample provided below, it should be accepted and used for registration purposes. The Risk Management Program certificates are not required to be verified by the Department and will not have the same format as the self-insurance certificates issued by the Department.

Below is a sample of an acceptable Risk Management Program certificate:

January 11, 2023

REFERENCE: EVIDENCE OF INSURANCE

Florida Self-Insurance Certificate#

To Whom It May Concern:

This letter is provided to you by the _____ as evidence of its self-insurance fund. The _____ is authorized and qualified as a SELF-INSURER by the State of Florida and is in full compliance with all provisions of Florida Statute 768.28, which governs tort liability for all public entities within the State. The _____ is also self-insured for Worker's Compensation pursuant to the provisions of Florida Statute 440.

The _____ maintains a fully funded reserve account. The fund, as authorized by the _____ Commission, is solely for the purpose of providing relief from any third-party legal liability claim for which the _____ may become liable.

This self-insurance applies to physical damage or loss of the equipment rented by the _____ in the same manner as property owned by the _____

We trust this letter is sufficient evidence of the _____ liability protection and submit it to meet the terms/conditions required to execute this contract/agreement. Any questions regarding this matter can be addressed to the Risk Management Office at (850) 891-8246.

Sincerely,

Risk Manager

To update the Risk Management Program certificate in FRVIS follow these steps:

- Enter code "S" for insurance type, "11111" (FLA Financial Responsibility Self-Ins) in the Florida Company Code field.
- Enter the self-insurance certificate number in the "Policy Number" field.
- Enter the certificate effective date in the FRVIS comments field.

Refer to [RS-36](#) to view a sample of a self-insurance certificate issued by the Department.

Conclusion:

If you need additional information, please contact your next level of management or FRField@flhsmv.gov.