

DIRECTIONS TO FILL OUT INSURANCE FORM

It is mandatory that we have insurance information on each athlete participating in sports here at Joliet Junior College. The following form will be kept in each athlete's individual file for the year. If at any time any information changes (ie. Insurance carrier, parent info), it is the athlete's responsibility to inform the athletic trainers and fill out a new form. In order for JJC to cover secondarily it is imperative that we have the correct insurance information. If the athlete is not covered under any insurance policy, you must still fill out all the other information. Any athlete who does not have an insurance form turned in, will not be allowed to participate in their sport until a completed form has been turned in to the athletic trainer.

1. Input information on the computer **ONLY** on page 1
2. Fill out **ALL** information in the yellow highlighted boxes
 - a. If no insurance, disregard boxes 6A/B and 8-10 on Part II
3. After the form is completed, please print it out **ONLY** page 1 and sign in 2 places
 - a. If athlete is 18 or older, he/she must sign the form
 - b. If athlete is under 18, parent/guardian must sign form
4. A copy of the insurance card must accompany the insurance form.

IF AT ANY TIME YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT ME.

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