



# University of California, Merced Request for Mexican Automobile Insurance

## INSTRUCTIONS

Use the Request for Mexican Automobile Insurance form to obtain Mexican automobile insurance when traveling to Mexico, in a UC Merced vehicle. Mexican law requires that U.S. citizens who drive vehicles into Mexico must carry Mexican automobile insurance. Complete a Request for Mexican Automobile Insurance and submit it to UCM Risk Management for any UC Merced vehicle being taken to Mexico.

## DEPARTMENT

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_ Dept. Acct. No: \_\_\_\_\_  
Dept. Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

## VEHICLE

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Vehicle Identification No. (VIN): \_\_\_\_\_ CA Lic. No: \_\_\_\_\_ UC ID No: \_\_\_\_\_

## TRIP ITINERARY

The vehicle will leave for Mexico on \_\_\_\_\_ and return to California on \_\_\_\_\_  
Purpose of Trip: \_\_\_\_\_  
The vehicle will travel to: \_\_\_\_\_

## DRIVER(S)

Provide names of ALL drivers (only those identified can drive UC vehicle); their UC Affiliation (faculty, staff, student, etc.); driver's license- number & State.

Driver: \_\_\_\_\_ UC Affiliation: \_\_\_\_\_ Lic.: \_\_\_\_\_  
Driver: \_\_\_\_\_ UC Affiliation: \_\_\_\_\_ Lic.: \_\_\_\_\_  
Driver: \_\_\_\_\_ UC Affiliation: \_\_\_\_\_ Lic.: \_\_\_\_\_  
Driver: \_\_\_\_\_ UC Affiliation: \_\_\_\_\_ Lic.: \_\_\_\_\_  
Driver: \_\_\_\_\_ UC Affiliation: \_\_\_\_\_ Lic.: \_\_\_\_\_  
Driver: \_\_\_\_\_ UC Affiliation: \_\_\_\_\_ Lic.: \_\_\_\_\_

## BOAT & TRAILER (IF ANY)

Boat Description: \_\_\_\_\_ Reg. No: \_\_\_\_\_ UC Id#: \_\_\_\_\_  
Trailer Description: \_\_\_\_\_ Reg. No: \_\_\_\_\_ UC Id#: \_\_\_\_\_

## CAMPUS REVIEW & APPROVAL

Dept. Control Point Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_  
Risk Management Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

## PROCESSING THE REQUEST

- 1) Complete Request for Mexican Automobile Insurance form; Department control point must review, approve, and sign Request.
- 2) Submit completed Request to UCM Risk Management for review and approval.
- 3) UCM Risk Management will fax approved Request to MacAfee & Edwards.
- 4) UCM Risk Management will also prepare an Authorization to Drive UC Vehicle in Mexico letter and fax or mail it to Department.
- 5) MacAfee & Edwards will prepare Mexican auto liability insurance policy for vehicle and fax or mail policy and invoice to Department.
- 6) Employee must carry the Mexican auto insurance policy and the Authorization to Drive UC Vehicle in Mexico letter in vehicle.

## PAYING FOR THE INSURANCE

Department to pay MacAfee & Edwards invoice(s) within 10 days of receipt. Mail payment to:  
MacAfee & Edwards  
260 S. Los Robles, Ste 303  
Pasadena, CA 91101  
Ph: (800) 334-7950 / Fax: (626) 792-7322

*(If department fails to pay invoice in a timely manner, MacAfee & Edwards will refuse to process future requests without payment in advance. Under Department (above) fill in COMPLETE address so that MacAfee & Edwards knows where to send the insurance policy and the invoice).*

## WARNING

U.S. citizens driving in Mexico are subject to Mexican laws. The laws in Mexico that govern the operation of a motor vehicle are different than those in the States. Even a minor vehicle accident in Mexico can have serious consequences. In the event of an accident, the extent to which you will be able to deal with the problems that will arise will rely on the precautions you take and the planning you do before you leave.