



University of California, Santa Barbara 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 Santa Barbara 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 UCSB Risk Management for any UC Santa Barbara vehicle being taken to Mexico.

DEPARTMENT

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

VEHICLE

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 UCSB Risk Management for review and approval.
- 3) UCSB Risk Management will fax approved Request to MacAfee & Edwards.
- 4) UCSB 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. We recommend that you visit the UCSB Risk Management website and read [Quick Tips: Driving a UC Vehicle in Mexico](#) and the [FAQs](#) before driving in Mexico.