



Certificate of Insurance Request Form

Please Read:

A "Certificate of Insurance" is proof of insurance that identifies effective dates and policy limits for specific lines of coverage. These are often required by a customer or third-party such as a financial institution or landlord.

"Additional Insured" status is a special type of certificate that gives your customer or a third-party potential insurance coverage and rights to defense under your policy. This is usually only available for General Liability policies and only when required by contract.

All certificate requests will be processed in 1-3 business days.

Your insurance carrier may charge a small fee for certain types of certificates.

Please make sure to provide an email address for each Certificate Holder to expedite processing.

If you are unsure of the type of Certificate you require, please attach a copy of the written requirements or call us at 1-800-882-4410 for immediate assistance.

Insured's Information

Your Name (or Business Name) as it appears on your insurance policies: _____

Policy Number(s) if Known: _____

Lines of Business for which Certificate is required (mark all that apply):

- | | |
|--------------------|------------------------------|
| Errors & Omissions | General Liability |
| Workers Comp | Commercial Umbrella |
| Commercial Auto | Employer Practices Liability |
| Cyber/Crime | Personal Umbrella |
| Other | |

Certificate Holder / Additional Insured Information

Please provide the following for the entity that is requesting to be listed as a certificate of insurance or additional insured.

Company Name: _____

Complete Street Address: _____

Contact Name: _____

Contact Phone Number: _____

Contact Phone Email: _____

Which is being requested:

- | | |
|--------------------|--------------------|
| Certificate Holder | Additional Insured |
|--------------------|--------------------|

Special Instructions: _____

Signature of Insured

Date