

Certificate of Insurance Request Form

Certificate Holder Name & Address Certificate Delivery Method(s)	Legal Name (should match name on the contract/agreement) <input type="checkbox"/> Email to Requestor <input type="checkbox"/> Email to Certificate Holder: [provide email address] Email address:
Description of the Special Event(s) and/or Use of Facilities	Please provide the following: <ul style="list-style-type: none"> • School or group is participating • Event Name • Location/Venue (Include specific area. Ex. field, room, etc.) • Event Date(s), start and end times
Contract/Agreement (other than Special Events)	Please provide the following: <ul style="list-style-type: none"> • Title of Contract/Agreement, Contract Number (if applicable) • Purpose/Scope of Agreement • Agreement Term: Start and End Dates
Additional Insured Endorsement, Loss Payee Endorsement or Special Requests	A complete signed copy of the contract/agreement (all pages) that specifies the endorsement(s) or special requests must be included to issue endorsement(s) or special requests, and will be issued as specified in the contract/agreement language. Waivers of Subrogation should be asked to be removed.

If any information is missing or if there is no signed agreement provided, the request will be delayed, and the requestor will be contacted to provide the necessary information and/or documents. A signature from the District at minimum, must be provided.

If proof of coverage is required prior to a new contract/agreement being signed, a preview copy can be provided; once a signed agreement is provided, the certificate and any applicable endorsements will be issued.

Waivers of subrogation are not issued without special approval. Every attempt should be made to remove language requiring you/your insurer to issue a Waiver of Subrogation. Additional steps required if unable to strike from the contract/agreement.