

Certificate of Insurance Request Form

This form may be used to request a Certificate of Insurance for your outing, event, or meeting place. Please allow TWO WEEKS for the processing of your request.

Date of Request: _____

Name: _____ Email: _____

Phone: _____ Fax Number: _____

Unit Type: _____ Unit Number: _____ District: _____

Brief Description of Activity. *Should include the type of event you are holding. Be specific.*

Date Activity Begins: _____ Date Activity Ends: _____

If certificate is for use of a facility, what time are you using the facility? _____

If certificate is for use of facilities, exactly what part of the facility will you be using? Be Specific.

Amount Needed for the Certificate: _____

Has Certificate Holder requested to be listed as additional insured? _____

Any fees required for the services or use of facilities? _____

If so, how much? _____

If the facility has given you written specifics with their requirements, please attach a copy of that document. All requests for \$2 million need to have written instructions from the facility or we cannot prepare the certificate.

If the request for a certificate is for a fundraising event other than the Council Popcorn Sale, please attach a copy of your signed and approved Unit Money Earning Application. Failure to submit an approved application when requesting a COI for fundraising activities will delay the issuance of the certificate.

Certificate Holder: _____

The certificate holder is the organization who owns the facility where the event or activity is taking place. This cannot be your name and address.

Street Address: _____

City: _____ State: _____ Zip: _____

If certificate is for unit activity, is the holder the chartered organization for the unit involved? _____

Additional Comments or information:

