

## CERTIFICATE REQUEST FORM

PLEASE COMPLETE THIS FORM WHEN ANOTHER PARTY REQUESTS THAT YOU PROVIDE PROOF OF INSURANCE.  
 EMAIL TO YOUR REPRESENTATIVE AT WALDORF RISK SOLUTIONS, LLC.

**ACCOUNT MANAGER:** \_\_\_\_\_ **| EMAIL:** \_\_\_\_\_ **OR CALL 631-423-9500**

ALL REQUESTS MUST BE REPORTED IN WRITING AT LEAST TWO WEEKS PRIOR TO INTENDED USE OF THIRD PARTY'S FACILITIES AND MUST BE ACCOMPANIED BY ANY CONTRACT, AGREEMENT, PERMIT, ETC. IN ORDER TO DETERMINE INSURANCE REQUIREMENTS.

**Insured's Name for Certificate:** \_\_\_\_\_

**Insured's Site (Parish/School/Office) Information**

Location Name: \_\_\_\_\_

Location Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Reason for Certificate:**    ☐ Proof of Insurance Only    ☐ Use of Facilities    ☐ Lease    ☐ Mortgage

**Certificate Holder (party requesting proof of insurance)**

Full Legal Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

\_\_\_\_\_

Attention/Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Please select one or more options:**

- ☐ Certificate Holder Only    ☐ And Officers, Agents, Employees & Volunteers    ☐ Additional Insured    ☐ Waiver of Subrogation  
☐ Second Page CG20 Endorsement (if required) \_\_\_\_\_ ☐ Loss Payee (Property)    ☐ Broker's Certification  
☐ Mortgagee (include Loan Location, Number and Amount): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date(s) Insured Will Use Certificate Holder's Facilities: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

**Coverage Required on Cert:**

- ☐ Property (building & contents)    ☐ Leased Equipment – Replacement Cost Value: \$ \_\_\_\_\_ | Lease #: \_\_\_\_\_  
☐ General Liability (including property damage to third party premises)    ☐ Automobile Liability    ☐ Workers Compensation  
☐ Other (please describe): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Description of Operations/Activities/Events:**

**Other Special Instructions/Endorsements Required:** \_\_\_\_\_

*Please Allow 48 hours or two (2) business days for completion. If this is an emergency request, please call 631-423-9500*