

## Request for a Certificate of Insurance

When outsiders require the Diocese/Parish/School to provide evidence of insurance to use their property, etc.

Parish\Agency: _____
Address: _____ _____
Requested by: _____ Telephone: _____

### Additional Information Needed:

Event/Activity: _____
Facility to be used: _____
Address: _____
Date(s): _____ Times(s): _____
Will Alcoholic Beverages be served? _____ Sold? _____
Projected Number of participants: _____

The Organization, Civic Entity, or Individual who is requesting Proof of Insurance from us is called the "CERTIFICATE HOLDER"

Certificate Holder: _____
Address: _____ _____
Contact Person _____ Telephone: _____

### REQUEST FOR A CERTIFICATE OF INSURANCE (cont'd)

Does Certificate Holder need to be added to our Policy as an additional insured? (Attempt to avoid this if possible) IF, HOWEVER, YOU CAN NOT, PLEASE ATTACH A COPY OF THE CERTIFICATE HOLDER'S CONTRACT OR USER AGREEMENT TO THIS FORM.

WHEN OTHER PARTY REQUIRES A LEGAL DOCUMENT TO BE SIGNED AND WANTS PROOF OF INSURANCE, PLEASE SEND COMPLETE, LEGIBLE COPY OF ANY PERMIT, APPLICATION, CONTRACT, AGREEMENT OR LEASE SO OBLIGATIONS CAN BE DETERMINED.

UNLESS OTHERWISE INSTRUCTED, THE ORIGINAL CERTIFICATE WILL GO DIRECTLY TO THE CERTIFICATE HOLDER WITH A COPY GOING TO THE PARISH/AGENCY AND A COPY TO THE CHANCERY OFFICE.

Special Instructions: \_\_\_\_\_

Send this completed form with necessary documents at least 21 days prior to Event to:

**Arthur J. Gallagher & Co. Insurance Brokers**  
**ATTN: Lisa Abellera - Diocesan Unit**  
**Phone: (415) 536-8442 Fax: (415) 536-8499**