

# Certificate of Insurance (COI) Requests

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In its purest form, a certificate of insurance (COI) is just proof (at a moment in time) that you have coverage. We can issue these anytime you want. Some entities not only want proof, but want to be named as an additional insured on the policy too. Most insurance companies who know nonprofits have blanket additional insured endorsements which gives us, as the broker, the ability to add additional insured's via a certificate as needed. The responsibility lies with us to make sure we add entities only as needed, for the time frames that they want to be named and add only risks that are related to your operations and agreeable to coverage by your carrier.

Please complete the following below for each certificate needed;

1. What is the nature of the relationship with the entity requesting the Certificate? (Funder, landlord, special event host, etc.)

**Answer-**

2. If this is for an event? If so, please provide a description of the name of the event, activities included, expected attendance and expected gross revenue

**Answer-**

3. What duration are they looking for? Is this ongoing or just for specific days that the relationship is occurring (i.e. an event or trip).

**Answer-**

4. What is the full and complete name and mailing address of the person or entity requesting the certificate? Some entities (especially Govt. agencies) are meticulous about how they are named and spelled on the certificate. If we don't get it exactly right, it not be accepted and it takes time to re-issue the certificates.

**Answer-**

If we can get all this info in the first request, we can be pretty quick with issuing the certificates.