

INSURANCE CERTIFICATE REQUEST FORM

Please complete a separate form for each certificate requested.

INFORMATION ABOUT YOU

Insured Name: _____

Chapter Name if applicable: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Person Completing this Form (Please print): _____

Signature: _____ Date of Request: _____

INFORMATION ABOUT REQUIRED CERTIFICATE(S)

Landlord

Leased Equipment

Lease/Contract No.: _____ Estimated Value of Equipment: _____

Special Event

Name of Event: _____ Date of Event: _____

Location of Event (List street address if available): _____

Type of Event (Run, Bike, Dinner, meeting, etc.): _____

Describe your Participation in Event: _____

Projected number of participants: _____ Number of volunteers working on event: _____

Will alcohol be available Yes No If yes, who will provide/sell: _____

Please be advised: Events that involve certain categories of risks (eg., sporting events, golf tournaments, events including children, alcoholic beverages, number of participants, etc.) may be charged an additional premium.

Other: _____



INFORMATION ABOUT CERTIFICATE HOLDER

Full name and address of organization or entity requiring certificate(s)
(We will send certificate **TO YOU**, but must show the following certificate holder address on the certificate):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

What is this organization's involvement? _____

Is this organization requesting to be named as an Additional Insured? Yes No

If yes, Additional Insured – exact language as required by certificate holder (if unsure, you may attach assumption of liability documents or contract): _____

Is this organization requesting to be named as a Loss Payee? Yes No

If yes, please describe: _____

CONTACT TO FAX OR EMAIL CERTIFICATE(S)

Name: _____

Fax: _____ or Email: _____

Name: _____

Fax: _____ or Email: _____

Name: _____

Fax: _____ or Email: _____

Email to: GGB.WashingtonDC.Main@ajg.com

Please allow at least 24 hours to process request.

