WC-Certificate of Insurance Request

Client #: _____

S E C T I O N   1

Client's Name:

Mailing Address:	**City:**	**State:**	**Zip Code:**

Phone:	**Fax:**	**Email (Required):**

S E C T I O N   2

Certificate Holder's Name:

Mailing Address:	**City:**	**State:**	**Zip Code:**

Phone:	**Fax:**	**Email (Required):**

S E C T I O N 3	**R e q u i r e d**

Project Name:	**Waiver of Subrogation/Endorsement Required:**
	If "YES" – Please provide a copy of project contract/agreement.
Project Number:	**Auto Renew:**
Effective Date: **Estimated Completion Date:**	*If "YES" – Certificate of Insurance (COI) automatically renews at the end of policy period (March 25th) unless told otherwise.*

S E C T I O N   4

Special Instructions (if applicable):

B e f o r e   S e n d i n g – P l e a s e   N o t e :

☑ Certificate of Insurance Request form **REQUIRED**
☑ Allow 48-Hour turn around (minimum)
☑ Is this an Auto Renew?

☑ Waiver of Subrogation (w/ Endorsement) **MUST** have a contract
☑ Send to Cert Request Team certrequest@proservice.com

☐ **PROOF OF COVERAGE/POC** – A policyholder's proof of coverage is a document from an insurer stating that they have insurance coverage.

☐ **CERTIFICATE HOLDER** – This is the person/company that is requesting the certificate. Typically it is the contractor or the owner of property. The certificate will need to be sent to the entity directly.

☐ **WAIVER OF SUBROGATION REQUIRED?** - The Waiver of Subrogation prohibits the insurer (insurance carrier) from attempting to seek restitution from a *third party (contractor/owner)* who causes any kind of loss to the insured (client). If a waiver is needed, it will be specifically required in the project contract with wording similar to the following, "The policy shall include a waiver of subrogation against the Contractor, owner, and other specified designees."