
CERTIFICATE OF INSURANCE REQUEST FOR OTHERS

When entering into various agreements with others such as use of non-Diocesan facilities or submitting applications for funding of programs you may be asked to provide *proof of insurance*. The request for proof of insurance will be provided for all Diocesan related matters by issuing a Certificate of Insurance. Please refer to the following procedures:

- i Complete the *Request for Certificate of Insurance for Others* (see next page) and direct to our broker representatives Arthur J. Gallagher, in San Francisco, California.
 - i The Arthur J. Gallagher switchboard is open from 8 a.m. to 5 p.m. Please identify yourself as being with the Diocese of Sacramento. If you receive "voice mail" please leave a message giving your phone number and location and your call will be returned.
 - i Request Certificate of Insurance as soon as you know it is needed. Normally, mail your request to:

Arthur J. Gallagher Insurance Brokers, Diocesan Unit
P.O. Box 7443 i San Francisco, CA i 94120
PHONE i 1-800-877-9300 i 1-415-546-9300
FAX 1-415-536-8499 i 1-415-536-8513
Office Hours 8:00 a.m. to 5:00 p.m. Pacific Time
 - i Within 10 days you will receive a copy of the completed certificate. The original copy is automatically sent to the certificate holder unless the instructions specify different needs. A copy is also sent to the Pastoral Center Insurance Office. Please call the above phone number if you have any questions about this procedure.
 - i In some cases the party requesting proof of insurance asks to have the Diocesan insurance coverage changed to meet their requirements. The most common request is to add them to our policy as an additional insured. Should any change in the coverage be requested then a copy of the contract, lease, use agreement or the written request must be attached to the Certificate Request Form.
 - i If it is a long document, you only need to send the pages which discuss the "insurance requirements", "hold harmless and/or indemnification clauses" and the page which shows the names of the parties, time period involved and the activity description.
 - i Occasionally, you may have a request with a shorter time requirement than can be met with the normal mail procedure. In those cases you may telefax the request to either 1-415-536-8499 or 1-415-536-8513. Requests normally are completed within three days.
 - i If there is an "urgent request, please note this on the form. If all necessary supporting material is included, urgent requests will be processed within 10 working hours, ahead of the normal processing. *Please be sure to include both telephone and telefax numbers and the name of any contact person on the request and specify if you need a copy of the document telefaxed.* Every attempt will be made to process urgent requests received by 2 p.m. the same day. Normal processing time is five working days.
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Diocese of Sacramento
REQUEST FOR CERTIFICATE OF INSURANCE FOR OTHERS

REQUEST FROM:

Requesting Organization/Parish/School/Agency

Address

City, State, Zip

Contact Person

Phone #

Fax #

PROVIDE CERTIFICATE TO:

Requiring Organization/Certificate Holder

Address

City, State, Zip

Fax# (If Desired)

Date Certificate Needed

Certificate Request for Event

Date of Event _____ Type of Event _____

Event Location _____

- i Is Event Parish/School/Agency sponsored? 1 Yes 1 No
i Would you like a copy of the Certificate? 1 Yes 1 No
i Request for additional insured by Organization? 1 Yes 1 No

Certificate Request for Lease of Equipment

Lease # _____ Length of Lease _____

Description of Property _____

Location of Property _____

Value of Property (Approx.) _____

Is Certificate Holder Requesting To Be Named As Loss Payee? 1 Yes 1 No

PLEASE REQUEST CERTIFICATE TEN DAYS PRIOR TO DATE NEEDED

Retain copy for your file and submit to:

Diocesan Unit, Arthur J. Gallagher Insurance Brokers

One Market Plaza, Spear Tower, Suite 200

San Francisco, CA 94105

1-800-877-9300i Fax (415)536-8499