

### 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: _____
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**Additional Information Needed:**

Event/Activity: _____ Facility to be used: _____ Address: _____ Date(s): _____ Times(s): _____ Will Alcoholic Beverages be served? _____ Sold? _____ Projected Number of participants: _____
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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: _____
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**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: Diocesan Unit**  
**Phone: (415) 536-8442 Fax: (415) 536-8499**