

DATE:

Certificates will be issued within 48 hours of submission

ARCHDIOCESE
OF SEATTLE

CERTIFICATE OF INSURANCE REQUEST FORM

IMPORTANT INSTRUCTIONS:

1. Make sure to attach a copy of any contract or agreement with your submission.
2. If this will renew or replace an existing Certificate, include a copy of the original.

Submitted By: (Your Personal Info Goes Here)		Coverages To Be Shown on Certificate:	
Name:	General Liability <i>(Up to a \$1M Limit)</i>	Excess or Umbrella Liability <i>(Required for amounts over \$1M)</i>	
Group:	Automotive Liability <i>(Up to a \$1M Limit)</i>	Excess Automotive Liability <i>(Required for amounts over \$1M)</i>	
Email:	Workers' Compensation	Excess Workers' Compensation	
Phone:	Property <i>(Up to a \$1M Limit)</i>	Professional Liability, Errors & Omissions	
Preferred Contact:	Email	Phone	
Other:			
Certificate Holder: (Entity Requesting Insurance)		Reason For Request: (Why you need the Certificate)	
Company Name:		Please use this section to describe the event, situation, permit, or contract that requires a Certificate of Insurance to be issued.	
Address:		Description of Event / Contract: <i>(Please make note of any specific street address being used)</i>	
City, State, Zip:			
Contact Person:		Contract ID, Loan ID, or Serial ID (#):	
Email:		Type of Permit:	
Phone:		Dates of Event:	
Certificate Holder's Requirements		Required Location Information	
Evidence of Insurance Coverage ONLY <i>(Certificate is <u>ONLY</u> for Information)</i>		Select an Archdiocese of Seattle location using the drop-downs. <i>"Other - Archdiocese of Seattle" can be used as a default.</i>	
Additional Insured Status <i>(Check only when required by contract)</i>		Parish	
Waiver of Subrogation <i>(Check only when required by contract)</i>		School	
Loss Payee <i>(Check only when required by contract)</i>		Other	
Other <i>(Make sure to include a copy of contract)</i>			
Special Conditions to be added on Certificate Comments or Notes		Certificate Renewal	
Add any extra conditions or notes that need to be listed on the Certificate which may not be covered above. You must include a copy of the agreement or contract for verification of these conditions.		Is this a one-time certificate or does it need to renew?	
		One-Time Event Only	
		Renews Next Year	
HOW TO SUBMIT YOUR REQUEST		DELIVERY INSTRUCTIONS	
Email this completed form, a copy of the contract, application, or agreement, and the original certificate (if applicable).	TO: DenCerts@Lockton.com CC: ArchSeattle-Certs@Lockton.com Subject: Certificate of Insurance Request - [Certificate Holder]	Send copy to Certificate Holder directly?	Send copy using the following method:
		<i>Do not send directly</i>	<i>Via Email</i>
		<i>Send directly</i>	<i>Via Mail</i>