DATE:	*Certificates will be issued within 48 hours of submission*	

CERTIFICATE OF INSURANCE REQUEST FORM

ARCHDIOCESE OF SEATTLE

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 *(Up to a $1M Limit)*	Excess or Umbrella Liability *(Required for amounts over $1M)*
Group:	Automotive Liability *(Up to a $1M Limit)*	Excess Automotive Liability *(Required for amounts over $1M)*
Email:	Workers' Compensation	Excess Workers' Compensation
Phone:	Property *(Up to a $1M Limit)*	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:** *(Please make note of any specific street address being used)*	
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 *(Certificate is ONLY for Information)*	Select an Archdiocese of Seattle location using ONE of the drop-downs. *"Other | Archdiocese of Seattle" can be used as a default.*	
Additional Insured Status *(Check only when required by contract)*	**Parish**	
Waiver of Subrogation *(Check only when required by contract)*	**School**	
Loss Payee *(Check only when required by contract)*		
Other *(Make sure to include a copy of contract)*	**Other**	

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). Contact insurance@seattlearch.org with questions.	**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:**
		Do not send directly	*Via Email*
		Send directly	*Via Mail*