

Certificate Request Form

There is **no charge** for additional insured certificates. We do require that you submit your requests **in writing**.

- If you request through our website using the online certificate request we will email you the certificate you request and will also fax or email wherever else you want your certificate to go.
To request on-line:
Go to [www. specialtyinsuranceagency.com](http://www.specialtyinsuranceagency.com) & click on insurance tab.
Select the policy you hold by clicking on one of the two boxes.
Click on Online Forms - Certificate Request Form (second line in third column).
Fill in all the blanks and hit the Email Form button at the bottom of page.
- If you send your request by fax we will fax your certificate to the fax number(s) you provide. Send fax requests to 715-246-4257.
- If you submit your request through the mail we will mail your certificate back to you and will fax to any numbers provided. **We need you to print clearly. Incomplete requests will not be processed.**

Today's Date:	Date Needed:
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Request is for: **Performer Policy** or **Vendor Policy**
(check one box)

Insured's First Name:	Insured's Last Name:
Performer or Business Name:	

Additional Insured Name: (Venue that is asking for certificate)
Attn:
Event Address (required):
City: State: Zip Code:
Additional Insured: (special language may be required - read your contract)
Fax or Email:
Event date:

***Note: Requests are processed in two to five business days.

