

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 back a copy for your records and 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 Name or Vendor Business Owner Name
(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:		
Address (required):		
City:	State:	Zip Code:
Additional Insured: (special language may be required - read your contract)		
Fax:		
Event date:		

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

