



**Certificate Request Form**  
 (Use this form for faxing in your requests.)  
 Fax requests to 715-246-8908

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

**Certificates can also be requested through our website:**

- Go to [www.specialtyinsuranceagency.com](http://www.specialtyinsuranceagency.com)
- Log in (if you're not logged in already) using your email and password. (If you forgot your password, click "Reset your password" and go through the password reset process.)
- From your client dashboard, click the "Request certificate" button.
- Search for the event/venue in "Option 1." If it doesn't appear, go over to "Option 2."
- Fill in the applicable fields on the certificate request online form with the event/venue's information (not your information).
- Your request will be delivered to a customer service representative who will issue your certificate and email back a PDF within 1-2 business days.

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: Account # \_\_\_\_\_ (not required)  
 (Account number is the last four or five digits of your policy number.)

**Performer Policy** or  **Vendor Policy** (check one box)

Insured's First Name:	Insured's Last Name:
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Performer or Business Name:
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Certificate Holder/Additional Insured Name: (Venue that is asking for certificate)
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Attn:
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Address (Certificate Holder/Additional Insured):
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City:	State:	Zip Code:
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**Additional Insured: (special language may be required – refer to your contract)**


Fax or Email:
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Event date:
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\*\*\*Note: Requests are processed in two to five business days.