



CERTIFICATE OF COVERAGE REQUEST

Today's Date:	
JPA: Northern California ReLiEF	
District: Mt. Diablo Unified School District	
District Contact: Betty Christians	Phone: 925-682-8000 Ext 4002
Certificate Holder Name & Address	Certificate Holder is the independent third party requesting proof of insurance and/or endorsement.
Attn:	Be sure to double check the holder's address to make sure that it is correct. If the address is wrong, the certificate will be returned to our office.
	Please try to include a contact name for the Certificate Holder, a fax number and indication if the certificate will need to be faxed to them.
Description of Operations	Provide a <u>detailed</u> description of the event, as the same description will be written into the certificate.
Is this a Special Event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Event is defined as a one-time request (prom, graduation, car washes, etc.) Though something like Prom happens every year, location, date and time can change; therefore it is considered a special event.	Event Date(s) & Time Be sure to double-check the dates and times of the event.
	Location
	Sponsor
	Participants
	Provide Details of Event
	Special Requirements
Cross-Out Endeavor Clause <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Insured / Additional Covered Party <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Additional Insured / Covered Party <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Address	Being an Additional Insured means that the certificate holder will be <u>a named covered party and endorsed onto the ReLiEF Memorandum of Coverage</u> during the duration of the event. Therefore, it is important to provide the section of the contract that you have with the third party that states that they must be named as additional insured. Without the contract we <u>cannot</u> process the certificate with an Additional Insured endorsement. If you are unsure the third party needs to be an additional insured, refer to your contract and/or correspondence with them or feel free to fax to your account manager for review.