



Tigard-Tualatin School District
6960 SW Sandburg St
Tigard, OR 97223

INFORMATION REQUIRED FOR CERTIFICATE OF INSURANCE

Insurance certificates are a legal document that provides proof that the District has insurance and that the insurance covers the entity making the request. When you request an insurance certificate, it is important that the information provided is adequate and accurate. Failure to complete this document will result in your application not being processed. Without the insurance certificate in hand, the entity making the request will not allow the event to take place.

Issue Certificate to(legal name of entity):
Attention(Name of person receiving certificate):
Contact Phone Number:
Complete Street Address:
City, State, Zip:

Operations of the Named Insured as respects to the (name the specific event and date(s)):

Additional Insured¹:	yes	no
Loss Payee²:	yes	no
If additional insured or loss payee – any special wording different from certificate holder name (this must be provided by entity requesting certificate):		

The standard District certificate will include General Liability, Auto Liability and, if specifically requested, Worker’s Compensation.

E- Mail Original Certificate:
Fax Number if no Email:
Copy to Tigard-Tualatin SD: TTSDBusinessOffice@ttsd.k12.or.us

Incomplete applications will not be processed. Please be sure all information is accurate. For questions please call: Tara Baumann at ext 4076

¹ The entity requesting the certificate will tell you if they need to be listed as an additional insured and provide the specific language for the certificate.

² This is used, if requested, for rental of equipment