

Certificate of Insurance Request

Sonoma County Office of Education

Instructions for completing this form:

Attach a copy of the event/activity contract and/or agreement that specifies the organization's insurance requirements, obtain departmental approval, then forward to:

Assistant Superintendent, SCOE Business Services,
5340 Skylane Boulevard, Santa Rosa CA 95403

Business Services will submit to RESIG

Redwood Empire Schools' Insurance Group
Attn: Nicole Thysell (x121)
5760 Skylane Boulevard, Suite 100
Windsor, CA 95402
Phone (707) 836-0779 • Fax (707) 836-9079

Date _____ New or reissued certificate? New Reissue

Department: Business Services

Group: Sonoma County Office of Education

Address: 5340 Skylane Blvd., Santa Rosa, CA 95403

Attention: Kristin Enbysk Phone number 707-524-2628

Email Address kenbysk@scoe.org

Name and address of certificate holder

Attention _____ Phone number _____

Email Fax Email Address _____

Fax number _____

Date and time of event/activity _____

Sponsor (SCOE Department) _____

Location of event/activity _____

Participants _____

Special requirements _____

Description of event/activity _____

Additional insured endorsement required? No Yes

Special endorsement or wording requirements? No Yes (attach copy)

Requested by _____ Date _____

Phone _____ Fax _____ Email _____

Approvals

Department Director _____ Date _____

Asst. Supt. of Business Services _____ Date _____

For Business Services use only

Sent to RESIG: _____

By: _____