

Requesting Certificate/Evidence of Insurance

Below please find general information and instructions on requesting and completing a certificate or evidence of insurance request form.

- Most certificates/evidence of insurance are issued within 48 hours weekdays. Special request and incomplete forms may take longer to process.
- Please indicate the date you need the certificate as well as the date the form was completed and by whom.
- Make sure to fill in your GCFA number (**G**eneral **C**ouncil on **F**inance and **A**dministration).
- If you are requesting a certificate and/or an evidence of insurance listing a company or person as an additional named insured, then you must attach a copy of the contract requesting such to your request form.
- If you are requesting a certificate or evidence of insurance on a newly acquired piece of property, building, equipment or vehicle please make sure to have the new item added to the policy before making the request for a certificate and/or evidence of insurance. It is the Churches/Schools responsibility to add the new piece of property, building, equipment or vehicle into the new Property and Casualty Data System (Connect) via the conference web site: www.flumc.org
- Certificate holder is the entity requesting the form (Bank, Mortgage, Leasing Company, Group).
- Description/Reason for Certificate/Evidence - Indicate why the certificate is necessary (Closing, Event, Leased Equipment).
- If you would like a General Certificate that shows your organization is insured, please write "for information purposes only" in the additional Insured field.
- Note that this policy will not extend Workers Compensation coverage to off duty police officers.
- Any Special Instructions should be added to in the last field.
- For help contact Ana @ 800-282-8011 ext. 126 or at ana_ruiz@ajg.com

Administered by: **Arthur J. Gallagher Risk Management Services**
Arthur J. Gallagher & Co. (Florida)

Phone: (800) 282-8011 ext. 126

Fax: (561) 892-3982

Additional information and all forms are available on the Florida Conference website (www.flumc.org)

Revision 5/1/2007



THE FLORIDA ANNUAL CONFERENCE UNITED METHODIST CHURCH

2007 CERTIFICATE/EVIDENCE OF INSURANCE REQUEST FORM

Send Completed Form to Fax: 561-892-3982 Or E-Mail To: umcfla@ajg.com

Questions call Ana @ 800-282-8011, Ext. 126 or at ana_ruiz@ajg.com.

INSURER INFORMATION

GCEA #		Need by:		Completed by & Date	
Church Name:			Fax:		
Phone:			E-Mail:		

Check here if you need a copy of the Certificate/Evidence

PLEASE ISSUE TO THE FOLLOWING

Name of Certificate Holder: (Entity requesting proof of insurance)					
Holder Address:					
City:		State:		Zip:	
Send to Attention of:					
Fax:		E-Mail:		Phone:	
Does certificate holder need to be named as:					
<input type="checkbox"/> Additional Named Insured (YOU MUST ATTACHED A COPY OF THE CONTRACT)					
<input type="checkbox"/> Loss Payee <input type="checkbox"/> Mortgagee					
Loan/Lease/Contract #:					

REASON FOR REQUEST

Reason for Request/Description of Activities: _____						
<input type="checkbox"/> Certificate of Liability <input type="checkbox"/> Evidence of Property <input type="checkbox"/> Both						
<input type="checkbox"/> General Liability <input type="checkbox"/> Property/Equipment <input type="checkbox"/> Event/Activity <input type="checkbox"/> Vehicle <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> School/Day Care						
Date(s) of Event & Location & Activity						
For Property (Building and Equipment) Name and Address:						
Insured Value:						
For Vehicle:	Year:	Make:	Model:	Vin:		
Special Wording & Conditions:						

Standard Request Fully And Properly Completed Will Be Processed Approximately Within 48 Hours Monday – Friday

For Internal Use Only – Issue Master For: 2006-07 All Lines 2006-07 Property Both