



# Certificate of Insurance Request Form

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

Fax completed form to: (916) 452-9182, Attn: Finance

Only to be completed if facility/business owner/manager requests insurance certificate.

1. Certificate holder information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention (if applicable): \_\_\_\_\_

2. If the certificate holder requires specific wording please provide or attach example:

\_\_\_\_\_

3. Certificate is for proof of insurance for general liability.

4. Type of activity: **Delivery site for Girl Scout Cookies or Girl Scout Cookie Booth**  
(Circle type of activity)

5. Is certificate holder required to be named Additional Insured? Yes: \_\_\_\_\_ No: \_\_\_\_\_

6. If yes to #5, do they require an endorsement form? Yes: \_\_\_\_\_ No: \_\_\_\_\_

7. Send certificate to Certificate Holder at: Fax \_\_\_\_\_ Email \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

8. Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

**\*All Fields Required**

Girl Scouts Heart of Central California  
6601 Elvas Ave  
Sacramento, CA 95819  
(916) 452-9181 / (800) 322-4475  
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