

Request for Certificate of Insurance and Endorsements

Date: _____

TO: Nancy Lopez
ASCIP Technical Assistant
16550 Bloomfield Avenue
Cerritos, CA 90703
Phone: 562 404-8029
Fax: 562 404-8038

FROM:
District: Morgan Hill Unified School District
Person Requesting: Allison Murray
Phone: 408-201-6052
Fax: _____

CERTIFICATE HOLDER INFORMATION

Name: _____
Address: _____
City: _____ State _____ Zip Code _____
Attention: _____
Phone: _____ Fax: _____

MAILING INSTRUCTIONS:

CHECK ONE: Send Original To: _____ **Certificate Holder** (Copy to District) _____ **District** (with Copy)

ENDORSEMENT INFORMATION

Please mark which endorsement is needed and list the parties to be named on the appropriate line below.

DO YOU NEED: _____ **ADDITIONAL COVERED PARTY** _____ **LOSS PAYEE**

List Names to be included as Additional Insureds:

List Names to be included as Loss Payee:

EVENT INFORMATION

DESCRIPTION OF EVENT: (Describe vehicle, property, or event)

A COPY OF THE CONTRACT, AGREEMENT OR USE PERMIT MUST BE ATTACHED.

Date(s) of Event: _____

Limits of General Liability: \$ _____

Other Coverage Limits Requested: \$ _____



Alliance of Schools for Cooperative Insurance Programs
16550 Bloomfield Avenue, Cerritos, CA 90703 (562) 404-8029

**Requesting Certificate of Insurance Endorsements
(Additional Insureds and Loss Payees)**

The following guidelines are designed to assist an ASCIP Member District when an agreement, contract, or use permit has required the District to furnish an outside agency with an additional insured or loss payee endorsement. A Request for Certificate of Insurance and Endorsements form is attached.

The following documentation is required by ASCIP for processing an endorsement:

- 1) Request for Certificate of Insurance and Endorsements (Attached)
- 2) Copy of the Contract, Agreement, or Use Permit

ASCIP prefers to have the complete agreement on file. However, if the District encounters a contract that is excessive in size, the following portions may be extracted and faxed with the request form:

- 1) First page (usually identifies the parties involved, contact number, the description of the program, activity, etc.)
- 2) Complete Insurance and Indemnification Sections
- 3) Schedule of Payments (usually an addendum or exhibit)
- 4) Description of Property (usually an addendum or exhibit)
- 5) Section of Contract that specifies length of agreement (this section appears in a variety of places depending on the agreement structure)

Endorsement requests may be sent to ASCIP via fax or mail. When sending information for endorsements, please remember the more information that is provided to ASCIP, the better protected the District will be in adding an outside agency to the District's insurance. If you have any questions with regard to the language used in an agreement or the agreement's insurance requirements, please call ASCIP.

Once the certificate and endorsement(s) have been processed, ASCIP will mail the original to the certificate holder and a copy to the Member District's contact person. A hard copy is also kept on file at the ASCIP office.

:COI End Request



lliance of Schools for Cooperative Insurance Programs

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