

CERTIFICATE OF INSURANCE REQUEST PROCEDURES

For any basic certificates where no contract has to be reviewed, the request forms can be sent directly to NewYork.certs@marsh.com **AND cc:** your regional director. If you do not cc your regional director, it may delay the process. This includes certificates that might request an entity to be an Additional Insured.

You can also send it to your regional director and they will take care of it for you.

The coverages affiliates can request are:

General Liability,
Automobile
Umbrella
Sexual Misconduct

Workers Comp. **does not apply to affiliates**, so they cannot ask for this coverage to be shown.

Other information to include in the request:

Named and address of certificate holder

If any special wording is required (Additional Insured, primary & non-contributory)

If an event needs to be noted on the certificate (with respect to XYZ visit to ABC construction site on 1/25/17, etc.)