

Certificate of Insurance Request Form

use this form when requesting proof of Girl Scouts of Western Washington's insurance

In many cases, an [evidence-only certificate](#) is sufficient proof of general liability insurance. Please use this request form when the requesting organization requires more information.

Person Making Request: _____
Relationship to Council: _____
Phone: _____ Email: _____

Please issue a certificate to:

Organization Name: _____ (“Certificate Holder”)
Contact/Attention Name: _____
Address _____
: Phone: _____ Fax: _____
Email: _____

Please send the certificate to the Certificate Holder via: Email Fax Mail

Type of activity or service provided by the organization: _____

Inclusive dates to be covered: _____

Our insurance certificates are renewed on October 1st each year. Please indicate here if a renewed certificate should be sent automatically to the certificate holder. Yes No

The certificate is for proof of general liability insurance unless otherwise requested. Please indicate here if a different type of insurance is needed: _____

Does the Certificate Holder require to be named “additional insured?” Yes No

If yes, this is because of a Written / Verbal Agreement
(If written, include a copy of the agreement with your request. If verbal, we will assume it is with the contact person indicated above unless otherwise noted)

Other organizations to be included as additional insured other than the certificate holder (cannot be individuals): _____

Did you [request a reciprocal certificate of insurance](#) from the Certificate Holder? Yes No

Submit this form and the reciprocal certificate of insurance to insurance@girlscoutsww.org for quickest delivery.

If you choose to mail the form, please use the following address:

Girl Scouts of Western Washington
Attn: Insurance/COI
5601 6th Avenue S., Ste. 150
Seattle, WA 98108