

COMPLETE SEPARATE FORM FOR EACH CERTIFICATE REQUEST

Certificate Request Form

Date: _____

To: ISBA Professional Liability Insurance Fax: 913-652-3996 Email: certificaterequest@locktonaffinity.com	From: Requestor: Account #:
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Type of Certificate:

Please indicate (X) type of certificate & coverages for Certificate Holder:

Coverage	Proof of Ins.	Additional Insured	<input type="checkbox"/> Mortgagee <input type="checkbox"/> Lender's Loss Payee	Loss Payee
General Liability	<input type="checkbox"/>	<input type="checkbox"/>		
Auto Liability	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Garage Liability	<input type="checkbox"/>	<input type="checkbox"/>		
Liquor Liability	<input type="checkbox"/>			
Umbrella	<input type="checkbox"/>			
Workers Compensation	<input type="checkbox"/>			
Builders Risk	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Employee Dishonesty	<input type="checkbox"/>			
Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a written contract with the Certificate holder? YES NO

Does the contract require you to name the cert holder as an additional insured? YES NO

Do you need this certificate One-Time or Annually? One-Time Annual

Certificate Holder:

Company

Complete Mailing Address

Relationship to Named Insured: Grantor of Franchise Owner Landlord Lessor of Equipment Other:

Special Instructions/Location/Auto/Special Event (Date(s)):

Handling Instructions:

<input type="checkbox"/> Fax to Insured at	_____
<input type="checkbox"/> Fax to Certificate Holder at	_____
<input type="checkbox"/> Email to Insured at	_____
<input type="checkbox"/> Email to Certificate Holder at	_____
<input type="checkbox"/> Mail to Insured	_____
<input type="checkbox"/> Mail to Certificate Holder	_____

Account Manager: _____

Please allow two (2) business days from receipt of request in our office to process your certificate request.