



# Certificate of Insurance Request

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[girlscoutshcc.org](http://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. Is certificate holder required to be named Additional Insured? Yes: \_\_\_\_\_ No: \_\_\_\_\_

5. If yes to #4, do they require an endorsement form? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

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

7. 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  
FAX: 916-452-9182