



THE FLORIDA ANNUAL CONFERENCE UNITED METHODIST CHURCH

## Instructions for Requesting Certificate/Evidence of Insurance

**Below please find general information and instructions on requesting and completing a certificate or evidence of insurance request form.**

- Most certificates/evidence of insurance are issued within 2 business days. Special requests and incomplete forms may take longer to process.
- Please indicate the date you need the certificate as well as the date the form was completed and by whom.
- Make sure to fill in your GCFA number (**General Council on Finance and Administration**).
- If you are requesting a certificate and/or an evidence of insurance listing a company or person as an additional named insured, then you must attach a copy of the contract requesting such to your request form.
- If you are requesting a certificate or evidence of insurance on a newly acquired piece of property, building, equipment or vehicle please make sure to have the new item added to the policy before making the request for a certificate and/or evidence of insurance. It is the Church/School responsibility to add the new piece of property, building, equipment or vehicle into the new Connect via the conference web site: [www.flumc.org](http://www.flumc.org)
- Certificate holder is the entity requesting the form (Bank, Mortgage, Leasing Company, outside Group).
- Description/Reason for Certificate/Evidence - Indicate why the certificate is necessary (New Property Closing, Special Event, Leased Equipment).
- If you would like a General Certificate that shows your organization is insured, please write "for information purposes only" in the additional Insured field.
- Note: This policy will not extend Workers Compensation coverage to off duty police officers.
- Any Special Instructions should be added to in the last field.
- For help contact Ana @ 800-282-8011 ext. 126 or at [umcfla@ajg.com](mailto:umcfla@ajg.com)



**2009 CERTIFICATE/EVIDENCE OF INSURANCE REQUEST FORM**

Send Completed Form to Fax: 561-892-3982 Or E-Mail To: [umcfla@ajg.com](mailto:umcfla@ajg.com)

Questions Contact Ana@ 800-282-8011, Ext. 126 or send us an e-mail @ [umcfla@ajg.com](mailto:umcfla@ajg.com)

**INSURER INFORMATION**

GCFA #		Need by:		Completed by & Date	
Church Name:			Fax:		
Phone:			E-Mail:		

Check here if you need a copy of the Certificate/Evidence

**PLEASE ISSUE TO THE FOLLOWING**

Name of Certificate Holder: (Entity requesting proof of insurance)					
Holder Address:					
City:		State:		Zip:	
Send to Attention of:					
Fax:		E-Mail:		Phone:	
Does certificate holder need to be named as:					
<input type="checkbox"/> Additional Named Insured *** <b>(IF CHECKED YES THEN YOU MUST ATTACHED A COPY OF THE CONTRACT)</b> *** <input type="checkbox"/> Loss Payee <input type="checkbox"/> Mortgagee					
Loan/Lease/Contract #:					

**REASON FOR REQUEST**

Reason for Request/Description of Activities: _____ <input type="checkbox"/> Certificate of Liability <input type="checkbox"/> Evidence of Property <input type="checkbox"/> Both					
<input type="checkbox"/> General Liability <input type="checkbox"/> Property/Equipment <input type="checkbox"/> Event/Activity <input type="checkbox"/> Vehicle <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> School/Day Care					
Date(s) of Event & Location & Activity					
For Property (Building and Equipment) Location Address:					
Loan Amount: _____					
Insured Value:					
For Vehicle:	Year:	Make:	Model:	Vin:	
Special Wording & Conditions:					

Standard Request Properly Completed Will Be Processed Approximately Within 2 Business Days.