

REQUEST FOR CERTIFICATE OF INSURANCE

Directions: When organizations and/or agencies request that GSVSC provide proof of liability insurance, a certificate of insurance can be issued directly by the council insurance agent (e.g., when a troop meets at a church, the church may ask for proof of liability coverage).

Complete all the information requested below and fax the completed form to GSVSC headquarters. (See specifics below.) **PLEASE PRINT.** The request will be made to the council agent within two business days of the date it is received. If a fax is not accessible, call the headquarters operations assistant at 540-777-5100 or 800-542-5905, ext.100. The information can be given over the phone, so be certain that it is complete when the call is placed to headquarters.

FAX INFORMATION TO: Headquarters operations assistant
 Fax number: 540-777-1151

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| Submitted by: | |
| On behalf of (troop number, event, program, etc.): | |
| Phone number: | - - |
| Date of request: | |

SEND CERTIFICATE TO:

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| Organization (church, school, etc.): | | |
| Mailing address: | | |
| City: | State: | Zip: |
| Organization's contact person: | | |
| Organization's phone number: - - | | |
| Reason for request (be as specific as possible and provide dates, troop number, event, etc.; for example, "Brownie Troop 100 will use Central Elementary School for weekly troop meetings during the school year," or "Junior Troop 200 will sell cookies at Valley View Mall on Saturday, March 6, 2004"): | | |
| If the organization would prefer to receive the certificate via fax, indicate fax number (with area code): - - | | |