



## Request for Certificate of Insurance

A certificate of insurance is used to notify a third party (not the member) that coverage is in place for specified circumstances. Please note below the name of the Certificate Holder (the third party) requesting the COI. Do they have an interest in the property (Loss Payee), and what are the circumstances requiring the COI? (Certificates will be mailed to Requestor with a copy to the County/Entity. Please advise below if special handling is required.)

<b>County/Entity Name (required):</b> <b>Purpose of Certificate:</b>  <b>Certificate holder/Name:</b>  Mailing Address of Certificate Holder:  Phone Number of Certificate Holder:  Fax Number of Certificate Holder:  <input type="checkbox"/> Mortgagee <input type="checkbox"/> Loss Payee/Lien Holder <input type="checkbox"/> Additional Insured
<b>Coverage to be shown on the Certificate:</b> <input type="checkbox"/> Property (Including Inland Marine) <input type="checkbox"/> General Liability <input type="checkbox"/> Automobile <input type="checkbox"/> Crime <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Public Officials <input type="checkbox"/> Workers' Compensation
Special Instructions:

Name of Requester \_\_\_\_\_

E-mail Address of Requester \_\_\_\_\_

**Please print this form and fax it back to Underwriting at 919-719-1170  
or email to [underwriting@ncacc.org](mailto:underwriting@ncacc.org).**

### Risk Management Pools

*Covering the Counties That Cover Our State*

*Group Benefits \* Liability & Property \* Workers' Compensation*

215 N. Dawson Street, Raleigh, NC 27603

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[www.ncacc.org/rmp.htm](http://www.ncacc.org/rmp.htm)