

Certificate of Liability Insurance Request Instructions

Read all instructions before submitting request to CSAN

- 1) **45 days prior to the beginning of your season**, contact the office of the Field or Recreation and Parks Department that requires the insurance certificate.
- 2) Ask for their specific requirements for the Certificate of Insurance.

Documents that are usually required could include:

- Certificate of Insurance
 - Additional Insured
 - Endorsement
 - Any other additional requirements
- If they have additional requirements, ask them to provide an example of what is required, as specific wording is often required on the documents.

- 3) Fill out Certificate of Liability Insurance Request form.
Be sure to state all of the required forms needed by the Field or Recreation and Parks Department. Attach any examples and include any specific wording requirements.
- 4) Submit to CSAN at least 30 days prior to the start of your league's season.
- 5) The COI will be ready 2 weeks from the date the completed request was submitted to CSAN.