

## ***INSURANCE CERTIFICATE ORDERING INSTRUCTIONS***

*November 2009 Revision*

In order to facilitate prompt response when ordering insurance certificates; please follow the steps outlined below. Please allow **30 (thirty)** days for completion of your request. **Always include your legal name, mailing address, and daytime phone number.**

**HOW TO: USE A SEPARATE SHEET OF PAPER FOR REQUIRED INFORMATION. PLEASE FOLLOW THE ORDERING INSTRUCTIONS CAREFULLY, ONLY USING THE FORMAT LISTED BELOW, OR YOUR PAPERWORK WILL BE RETURNED AND YOU WILL BE RESPONSIBLE FOR POSSIBLE LATE FEES.**

- **PLEASE INDICATE THE TYPE OF INSURANCE YOU ARE ORDERING: General Liability or Equestrian**
- **A duplicate copy of the Certificate and payment receipt (for credit cards only) will be mailed to Event Coordinator.**

### ***ORDERING INSTRUCTIONS***

1. Name of Event
2. Name & Physical address of the site.
3. Beginning and ending **DATES & TIMES** of the event. For multiple dates, please list each date. .
4. Certificate Holder's Name & Address – (This is not your local group – it is the Church, Park's Dept., etc. who is requesting that they be furnished a certificate).
5. Additional Insured – The exact wording that the Certificate Holder wishes to appear on the certificate. They will provide you with the wording.
6. Fax Number – Of Certificate Holder only
7. Routing Name for Fax – Of Certificate Holder only
8. Event Coordinator: Name, Address, & Daytime Phone Number.
9. Insurance Type: (General Liability or Equestrian)

***ORDERING FEES:***

***General Liability Policy & International Policy:***

If there is to be named “additional insured,” the fee is \$50.00. If “additional insured” is not requested, the certificate is free. ***FEE MUST BE RECEIVED WITH CERTIFICATE REQUEST.***

***Equestrian Policy:***

Each time the Equestrian Policy is activated the fee is \$50.00. If you need “additional insured,” it is another \$50.00. For activation of both the Equestrian Policy and “additional insured” the total would be \$100.00. ***FEE MUST BE RECEIVED WITH CERTIFICATE REQUEST.***

***Late Fee:***

If the ***30 (thirty)*** day ordering period is not adhered to, there will be a ***\$100.00*** late ordering fee charged. Occasionally, the site will delay requesting a certificate and the fee may be waived by providing the Corporate Office with a letter from the site owner (on letterhead) detailing the cause of the delay. However, the late fee will need to be paid with the certificate fee, and will be refunded after the Site Owner’s letter has been reviewed.

***CREDIT CARD PAYMENT:***

***Include:***

***Credit Card Number***

***Expiration Date***

***Name on Credit Card & Credit Card Billing Address***

A credit card receipt will be provided to the credit card owner, and a duplicate copy of the Insurance Certificate will be mailed to the Event Coordinator.

***Please send order with payment via:***

***Email: [insurance@sca.org](mailto:insurance@sca.org)***

***Or***

***Mail: SCA, Inc., P.O. Box 360789, Milpitas, CA 95036-0789***

***Or***

***Fax: (408) 263-0641***

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