



Certificate of Insurance Request Form

You only need to acquire a Certificate of Insurance when requested by outside agencies/corporations. The certificate is not required for the vast majority of activities.

Should you be asked by a supporter/agency/corporation to provide proof of liability insurance in order to have access to facilities to conduct activities, in most cases, you can provide them with the generic proof of insurance 'to whom it may concern'. In the cases where an *additional insured* must be added please complete this form and forward to Fax: 613-722-7829. The certificate of insurance will then be issued as required and emailed or faxed as indicated on the request form.

We appreciate requests for Certificates of Insurance at least 14 days if possible prior to the first date of the event for which they are intended.

4-H Branch			
4-H Branch Contact			
Phone		Email:	
Nature of Activity			
Date(s) of Activity			
Location of Activity			
Certificate to be sent to:			
Phone		Fax	
E-mail			
Name(s) and address of additional insured			
Requested By			Date

Please forward completed request form to: 4-H Nova Scotia, Attn: Carolyn Gibson
 Email: carolyn.gibson@4hnovascotia.ca
 Phone/Fax: 1-902-843-3980