



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 mailed 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 Club: _____

4-H Club Contact: _____

Phone: _____ Email: _____

Nature of Activity: _____

Date(s) of Activity: _____

Location of Activity: _____

Certificate to be sent to: _____

Phone: _____ Fax: _____ Email: _____

Name(s) and address of additional insured: _____

Requested by: _____ Date: _____

Please forward completed request form to: 4-H Nova Scotia, Attn: Angela Masters
Email: angela.masters@4hnovascotia.ca
Phone/Fax: 1-902-843-3980
Mail: PO Box 30066, Robie PO Truro, NS B2N 7J1