

ARCHDIOCESE OF CHICAGO

Risk Management



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Re: Certificates of Insurance

Dear Pastor, Business Manager & Principal;

Many parishes and schools require Certificates of Insurance. Examples include the leasing of a parish automobile, photocopier, or telephone system. Other examples include liquor licenses, parish sponsored activities in public areas and the addition of a driveway entrance on city property. The Certificate of Insurance provides evidence to the requesting party that the parish or school has the proper types of insurance coverage. Obtaining a Certificate of Insurance can be obtained by completing the following:

During the hours of 9:30 a.m. to 4:00 p.m., Monday – Friday, Gallagher Bassett Claim Services will prepare and issue a Certificate of Insurance. The request is initiated by completing the attached request form.

When additional insured language is requested, the insurance carrier requires the rental/lease agreement or letter of request issued from the vendor be included with the request. Otherwise, the certificate cannot be issued.

It is important to allow 5 full business days for the certificate to be issued.

Our insurance policies are renewed July 1 of each year. Some locations require Certificates for activities in July. We work with our insurance broker to have the necessary renewal information to Gallagher Bassett Claim Services as soon as practicable.

Feel free to contact me at 312-751-8295 with any questions / problems you may have.

Sincerely,

A handwritten signature in black ink that reads "Matt".

Matthew M. Kaminski
Risk Manager

Gallagher Bassett Services Inc.
Certificate of Insurance Request Form

Name of school / church: _____			
Address: _____	City _____	State _____	Zip _____

Location of event: _____ City _____ State _____ Zip _____

Address of the event (if different than the above address)

_____ City _____ State _____ Zip _____

Description of event: _____

Date(s) of event: _____

Certificate holder name: _____			
Address: _____	City _____	State _____	Zip _____
Telephone _____	Fax _____		

Any required special wording : (additional insured or loss payee); be specific and include a copy of the Applicable contract or lease agreement. _____ _____
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Will liquor be served? Yes No Is DRAM Shop Insurance Requested? Yes No

Requested by: _____ Phone: _____ Fax: _____

Pastor/Principal/Agency Rep. Signature: _____ Date: _____

Please allow 5 full business days for a certificate to be issued. The certificate will be sent to the school or church who made the request. Please forward the Certificate onto the appropriate party.

Please mail or fax form to: Gallagher Bassett Claim Services
 P.O. Box 4104
 Schaumburg, Illinois 60168
 Phone: 847-273-0100-Option 6 Fax: 847-240-6664
