

National Spiritual Assembly of the Bahá'is of the United States Request for Certificate of Insurance

Return Request via Email or Fax To: **Heffernan Insurance Brokers**
Attention: **Angel Uy**
Email: **angelU@heffins.com**
Fax #: **925.934.8278**

Date of Request: _____
Date Requested by: _____
Date of Event: _____
Name of Local Assembly, Registered Group or Regional Council: _____
Contact Name: _____
Address: _____
Telephone: _____
Email: _____

Certificates will be issued within 24 hours and are delivered electronically unless otherwise indicated. Please include an email address for your location and that of the Certificate Holder the vendor asking for your Proof of Insurance.

VENDOR/BUSINESS REQUESTING THE CERTIFICATE:

Name and Address of Certificate Holder:

Vendor/business requesting the certificate:

Telephone: _____

Email Address: _____

Fax: _____

Certificate Purpose:

Please provide a short description of the event, location, and date. Event dates cannot exceed policy term expiration date of November 1, 2024.

Any special wording requested by the vendor:

Additional Insured Requested (applies to Liability only) Yes No
For no purpose other than Evidence of Coverage Requested Yes No
Loss Payee Requested (applies to Property only) Yes No

Instructions for Certificates of Insurance

1. Complete the Request for Certificate of Insurance in full. If a question does not apply mark it accordingly. Please do not leave anything blank.
2. A typed request is preferred. If printed please do so clearly and legibly.
3. Address information should include the street address, city, state and zip code.
4. Contact names for both the Assembly/Group/RBC and Venue should reflect accurate email addresses along with valid telephone numbers.
5. Many venues require special "additional insured" wording and "hold harmless" agreements. These are usually contained in the lease or contract agreement between the Assembly or Council and the venue. In order to meet these requirements we must have a copy of this lease and/or contract. We cannot include a venue as an additional insured without prior review of this contract. We may issue a certificate evidencing you have coverage only if this information is provided. Many certificates have to be reissued at the last minute in order to meet additional insured requirements. **IN ORDER TO MEET YOUR TIME FRAMES THIS INFORMATION MUST BE SUBMITTED AS FAR IN ADVANCE AS POSSIBLE.**
6. In lieu of any other delivery instructions, Heffernan staff will forward a copy of the certificate on your behalf directly to the venue via email or US Mail.
7. Description of the event is critical. The more detail provided, the sooner the certificate will be issued. If this is an overnight retreat, youth camp, etc., it is imperative to include the safety measures in place to protect the participants. This would include certification information on lifeguards, camp personnel, boating instructors/ supervisors, participant waivers, hold harmless agreements, etc.
8. A Waiver of Liability form is required for all participants engaging in any type of athletic activity. This includes all children and adults. Athletic activities would include swimming, horseback riding, canoeing/boating of any kind, archery, rock wall climbing, zip lining, and sports of any type, etc. Please secure this waiver on all participants of these types of activities and maintain a copy with your event file. Request Sponsorship Agreement, Medical Release and Waiver of Liability forms [via finance@usbnc.org](mailto:finance@usbnc.org).
9. We require a certificate of insurance from the venue evidencing that they too carry their own general liability insurance coverage. We do not require that the Spiritual Assembly be added as an additional insured. Please obtain a certificate from the venue and maintain it in your files for the specific event.
10. Any event organizing/sponsoring a parade event must have the insurance secured through a Special Event policy. This is provided through another carrier that has its own questionnaire separate from this one. It takes a minimum of one week to secure this coverage and usually costs between \$400 to \$700 to purchase. If only participating in a parade, a certificate of insurance can be issued. Send requests for Special Event coverage to finance@usbnc.org.
11. Requests for certificates received after 4:00 pm CST on a Friday afternoon cannot be handled until the following Monday.
12. PLEASE BE DILIGENT IN FORWARDING CERTIFICATE REQUESTS AS SOON AS POSSIBLE WITH AS MUCH LEAD TIME AS ALLOWABLE. This will insure that you have the appropriate certificate when you need it.
13. Thank you for your cooperation in following the above instructions and tips. We will do everything we possibly can to meet your deadlines as long as we are given detailed, accurate information. Certificates are generated for nearly 1,000 Local Spiritual Assemblies, Regional Councils and Registered Groups and every effort is made to process them in date order of the specific event. It is important to communicate that you need a certificate to accompany a contract in a specific time frame in order to secure the venue.

SEND COMPLETED FORM BY EMAIL, FAX OR U.S. MAIL TO:

Heffernan Insurance Brokers
Attn:Angel Uy
1350 Carlback Ave, Walnut Creek, CA 94596
Phone #925-295-2528 Fax #925-934-8278
Email: AngelU@heffins.com or GinaF@heffins.com or
JessicaE@heffins.com