

# AKCA - Certificate of Insurance Request Form

Requested By: Associated Koi Club of America  
 Policy #: 72 SBA TU7100

Date Requested:

**Hartford Certificate Service Department: Please issue a certificate for the following Certificate Holder:**

Certificate Holder:

Certificate Holder Address:

Certificate Holder's Fax #:

Certificate Holder Requires General Liability coverage with the following Limits:

|                            |                            |
|----------------------------|----------------------------|
| \$1,000,000 Per Occurrence | \$2,000,000 Per Occurrence |
|----------------------------|----------------------------|

Other:

Certificate holder requires being named additional insured? YES  or NO

Actual additional insured endorsement form requested? (only per certificate holder's request) approved by Burt Ballou YES  or NO

Event Location Name

Event Physical Location Address  
 (No Post Office Boxes)

Event Date(s):

Specific wording for Additional Insured Endorsement  
 (must be verbatim from Certificate Holder Requirements)

Certificate Needed By Date:

**Hartford: Please do not endorse the policy unless additional insured endorsement form is needed (as indicated above)!!**

Please email or fax a copy of the certificate to Certificate requestor and email to the policy contact:

Requestor's Name:

Associate Club Name:

Telephone #:

Fax #:

Email Address:

With an Email CC to policy contact Burt Ballou:

[burtb@socal.rr.com](mailto:burtb@socal.rr.com)

**AKCA Requestor:** It is important that certificate requests be received by The Hartford no later than 5 -7 days prior to the start of an event to allow for timely processing and mailing.

|                         |   |
|-------------------------|---|
| <b>Send Request To:</b> | <b>The Hartford Certificate Service Department</b>                        |
| <b>Email:</b>           | <b>agency.services@thehartford.com (minimum 1-2 days processing time)</b> |
| <b>Fax #:</b>           | <b>(877) 538-8526 (minimum 1-2 days processing time)</b>                  |
| <b>Main Phone #:</b>    | <b>(800) 447-7649; press #3, press #1 (Immediate processing)</b>          |

**If faxing or emailing request, attach copy of insurance requirements from Certificate Holder, otherwise, you must provide specific wording, verbally, to Hartford for the Certificate.**