

# Certificate of Insurance Request Form



One Penn Center  
1617 JFK Boulevard, Ste 880  
Philadelphia, PA 19103-2703  
Tel: (215) 564-6970  
Fax: (215) 564-6975  
www.wortleypoole.com

Insured: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Issue Certificate of Insurance To (name and address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Name (if needed): \_\_\_\_\_

**Coverages to be shown** (check either all coverages or the applicable coverage):

- |                                |       |                      |       |
|--------------------------------|-------|----------------------|-------|
| A. All Coverages               | _____ | G. Building Coverage | _____ |
| B. Professional Liability      | _____ | H. Office Contents   | _____ |
| C. General Liability           | _____ | I. ERISA             | _____ |
| D. Auto Liability              | _____ | J. Valuable Papers   | _____ |
| E. Workers Comp.               | _____ | K. Other:            | _____ |
| F. Excess / Umbrella Liability | _____ |                      | _____ |

**Certificate Options IF REQUIRED BY YOUR CONTRACT** (check all that apply):

- Waiver of subrogation wording: \_\_\_\_\_
- Primary and Non-Contributory wording: \_\_\_\_\_
- Additional insureds – if required by contract or listed on an RFP: \_\_\_\_\_
- Entities to be listed as additional insureds: \_\_\_\_\_

**Please note that the additional insured wording only applies to general liability and sometimes auto and umbrella liability. It does not apply to Professional Liability or Workers Compensation.**

## Processing instructions:

**Email?** If yes, please provide name and email address: \_\_\_\_\_

**Fax?** If yes, please provide name and fax number: \_\_\_\_\_

### Mail?

Send certificates to your firm and certificate holder? \_\_\_\_\_

Send certificates to your firm only? \_\_\_\_\_

**Please note that if the certificate is emailed or faxed it will not be mailed unless the Mail section is completed above.**

You can print out and email the request to: [certificates@wortleypoole.com](mailto:certificates@wortleypoole.com); or print out and fax the request to 215-564-6975.