

# **CERTIFICATE OF INSURANCE (COI) REQUEST**

This form is used to request a Certificate of Insurance (COI) for Parading or attending an event where the event coordinator is requesting a COI. It is important to fill this form out in its entirety so that a COI can be issued quickly and efficiently.

Please complete the form and send to [STAFF@TEMESVARYANDASSOCIATES.COM](mailto:STAFF@TEMESVARYANDASSOCIATES.COM)

DATE OF EVENT: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

CERTIFICATE HOLDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**EMAIL THE COI TO:** \_\_\_\_\_

Cc: \_\_\_\_\_