

U.S. Rotary Club & District Liability Insurance Program Certificate of Insurance Request Form

Instructions

Complete and return this form by email or fax along with a copy of the certificate/insurance requirements and contract (if applicable) from the organization requesting the certificate to:

Lockton Companies
Email: rotary@lockton.com
Fax: (312) 681-6769

The certificate will be issued within 1-2 business days. Special requests may take longer to process.
Questions? Call Lockton toll-free at (800) 921-3172 - Monday – Friday 8:30a - 4:30p (CT)

Club or District Information

Club Name & Number		District	
Your Name		Your Phone #	() -
Your Email Address	@	Your Fax #	() -

Certificate Holder (The entity requesting evidence of insurance)

Entity Name			
Mailing Address			
Contact Person		Fax # or Email Address	
Date Needed			

Additional Insured Information

Is the certificate holder requesting additional insured status? Yes No

If yes, is this requirement stated in a written contract or permit with your club/district? Yes No

If no, additional insured status cannot be provided. See Note below.
If yes, please attach copy of that contract or permit.

NOTE: Additional Insured status can **ONLY** be provided if required in a written contract or permit with your club/district. An Additional Insured is a person or organization not automatically included as an Insured under an insurance policy, but for who limited insured status is granted. Additional Insured status does not extend full general liability insurance coverage to other entities, but rather provides limited coverage for an entity in the event a claim arises from your club or district's negligence. *An Additional Insured is not covered for its own negligence.*

Description of the Event

Event Name		Event Date(s)	
Event Location (City and State)			
Description of the Event			

Distribution of the Certificate

Send certificate to:	<input type="checkbox"/> Certificate Holder <input type="checkbox"/> Insured Club/District	<input type="checkbox"/> by e-mail (_____ @ _____) <input type="checkbox"/> by fax (number: _____) <input type="checkbox"/> by e-mail (_____ @ _____) <input type="checkbox"/> by fax (number: _____)
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