



422 South Pierce Street
El Cajon, CA 92020-4129
Phone 619.460.1240, Ext. 15 • Fax 619.462-4536
mkaplan@aspensbrokers.com • License #0D60834

Certificate Request Tips

- Please type the request and provide a complete name and address for Cert Holder.
- If you provide a contact name and fax number for the Certholder, we will only fax a copy.
- If you will be doing multiple jobs throughout the year for one Certholder, ask the Certholder if they will accept an “all projects” Certificate.
- We would suggest that you provide us with the section of your contract that pertains to “Insurance Requirements” along with our Certificate Request Form **before the work begins**. If some requirements add additional premium, we will advise you what those costs would be and you must authorize the increase. If we cannot comply with some of the requirements, we will send a Disclaimer Letter with the Certificate. Some Certholders delay payment by stating that you are not in compliance with their certificate requirements. If we can meet those requirements at no additional cost to you, we will do so.
- We would prefer issuing one Certificate showing all lines of coverage; however, many of our insurance companies require us to use their websites to issue certificates. Therefore, you may receive separate Workers’ Compensation, General Liability and Automobile Certificates from us depending on our markets and which lines of insurance we write for you.
- Frequent requests that may or may not be met:
 - Including “Agents, Officers, Employees, Representatives” or “and/or any Joint Venture and/or Partnership” as Additional Insureds.
 - Amending the Cancellation Wording on the Certificate to delete “will endeavor to...”
 - Primary Wording.
 - Waiver of Subrogation.
 - 60 day Cancellation Clause
 - Including Architects and/or Engineers as Additional Insureds.
 - Providing a specific Additional Insured Endorsement i.e. CG2010 11/85
 - Meeting an A.M. Best Rating requirement i.e. State Fund is not rated by A.M. Best.

Please visit us at our website, www.aspensbrokers.com

General Liability • Umbrella Liability • Worker’s Compensation • Business Auto • Business Property •
Inland Marine • Builder’s Risk • Bonds • Life • Health • Disability