



Tigard - Tualatin School District 23J
Larry Hibbard Administration Center
6960 SW Sandburg Street
Tigard, Oregon 97223
503-431-4000; FAX: 503-431-4047
www.ttsdschools.org

CERTIFICATE OF INSURANCE REQUEST

Insurance certificates are a legal document that provides proof that the District has insurance and that the insurance covers the entity making the request. When you request an insurance certificate, it is important that the information provided is adequate and accurate. Failure to complete this document will result in your application not being processed. Without the insurance certificate in hand, the entity making the request will not allow the event to take place.

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| Issue Certificate to: (Legal Name of Entity needing Certificate) |
| Attention: (Name of Person receiving Certificate] |
| Contact Phone Number: |
| Complete address: |

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| Operations of the Named Insured as respects to the: (Name the Specific Event, and date(s)) |
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| Additional Insured¹: yes no |
| Loss Payee²: yes no |
| If additional insured or loss payee – any special wording different from certificate holder name: (This must be provided by the entity requesting certificate) |

The standard District certificate will include General Liability, Auto Liability and, *if specifically requested*, Worker's Compensation.

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| EEmail address to send original certificate to: |
| Fax Number if no Email: |
| Copy to Tigard-Tualatin SD: asummers@ttsd.k12.or.us |

Incomplete requests will not be processed. Please be sure all information is accurate. Send completed form to Amber Summers at asummers@ttsd.k12.or.us, 503-431-4076.

¹ The entity requesting the certificate will tell you if they need to be listed as an additional insured and provide the specific language for the certificate.

² This is used, if requested, for rental of equipment.