



August 10, 2020

TO: Superintendents
Chief Business Officials

FROM: Robert J. Kretzmer
Director, Property & Liability

SUBJECT: Requests for Certificates of Coverage

In the event your district is in need of a certificate of insurance in order to satisfy the request of an individual or entity, we ask that the attached form be completed and submitted to Lilia Beck, Administrative Secretary.

We think that the completion of the attached, along with providing a copy of the pertinent agreement, will help streamline the process. Upon review of the request and/or agreement, our office will either prepare the certificate and e-mail it directly to the certificate holder and copy the district or contact you directly by e-mail or phone to ask pertinent questions. The Request for Certificate of Coverage form asks your office to do three basics:

- Identify yourself and provide contact information
- Identify the company, individual or vendor for whom the certificate is being issued
- Identify the purpose of the Agreement or Contract

It is very helpful when we receive an explanation for the purpose of the agreement or contract so we can clearly understand the nature of the event or service. The fillable form can be located at <http://sisc.kern.org/pl/proof-of-insurance/>

Should you have any questions regarding the use of the attached, please contact Lilia Beck, Administrative Secretary at 661-636-4495 or libeck@kern.org

RJK:lmb

Request for Certificate of Coverage

Requesting District

District _____ Date _____
Contact _____ Tel. No. _____
Title: _____ Email: _____
Administrator's Signature _____

Agency/Entity Information

In order to name an entity or other party as an additional insured SISC will require, in most cases, that this additional insured status request be made in the agreement or contract.

Name _____
Agency Contact _____
Address _____
City, State, Zip _____
Email or Fax No. _____

Purpose of Agreement or Contract

Agreement Effective Date _____

Event Date (if applicable) _____

Provide Explanation below

Email to: libeck@kern.org or fax to 661-636-4868
Questions? Contact Lilia Beck at 661-636-4495