



Insurance Certificate Requests ****NEW PROCEDURE FOR 31 MAR 17****

We are implementing a new procedure for Insurance Certificate Requests for the new insurance policy that will come into effect on 31 Mar 17.

Here is what you need to know:

On occasion, you may be asked by a supporter/agency/corporation to provide proof of liability insurance to have access to facilities to conduct approved activities. The Certificate of Insurance will provide such proof and can be obtained by completing the online form.

Previously, you completed an electronic form that was emailed directly to our broker who, in turn, manually produced the Certificate of Insurance and emailed it back to you a few days later.

*****NEW PROCEDURE*****

You will now receive the certificate you require *by email immediately* after submitting your request through the online form. Our insurance broker will be in touch with the requestor should there be any errors. If there is an error, you will need to submit the request again.

INSURANCE CERTIFICATES CAN BE ISSUED FOR **THE CURRENT FISCAL YEAR ONLY**. ANNUAL REQUESTS WILL NEED TO BE MADE FOR THE USE OF A FACILITY OVER AN EXTENDED PERIOD OF TIME.

Generic Certificates can be produced by typing 'To Whom it May Concern' for the name on the certificate.

[Here is the link](#) to the form **that you can start using right away** – should you have any questions, please don't hesitate to contact the National Office.

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