

INSURANCE CERTIFICATE ORDERING INSTRUCTIONS

****February 2015 Revision****

In order to facilitate prompt response when ordering insurance certificates; please follow the steps outlined below. Please allow **30 (thirty)** days for completion of your request. **Always include your legal name, mailing address, email address, and daytime phone number. Your Membership Number & expiration date are also required.**

HOW TO: USE A SEPARATE SHEET OF PAPER FOR REQUIRED INFORMATION. PLEASE FOLLOW THE ORDERING INSTRUCTIONS CAREFULLY, ONLY USING THE FORMAT LISTED BELOW, OR YOUR PAPERWORK WILL BE RETURNED AND YOU WILL BE RESPONSIBLE FOR ANY LATE FEES.

- **PLEASE NOTE IF THE CERTIFICATE HOLDER NEEDS AN ENDORSEMENT (CONSULT YOUR CONTRACT AND SITE CONTACT PERSON).**
- **A duplicate copy of the Certificate and payment receipt (for credit cards only) will be mailed to Event Coordinator & Credit Card Holder.**
- **PLEASE DO NOT Mail as Certified Mail – this will prolong delivery process & could result in the \$175.00 Late Fee.**

ORDERING INSTRUCTIONS

1. Name of Event
2. Name & Physical address of the site.
3. Beginning and ending **DATES & TIMES** of the event. For multiple dates, please list each date.
4. Certificate Holder's Name & Address – (This is not your local group – it is the Church, Park's Dept., etc. who is requesting that they be furnished a certificate).
5. Additional Insured – The exact wording that the Certificate Holder wishes to appear on the certificate. They will provide you with the wording in the contract .
6. Fax Number – Of Certificate Holder only
7. Routing Name for Fax – Of Certificate Holder only
8. Event Coordinator: **Membership Number, Expiration Date, Legal Name, Mailing Address, Email Address, Daytime Phone Number.**
9. Insurance Type: (General Liability, Equestrian, Host Liquor & Endorsement)

EVENT COORDINATOR:

The Event Coordinator must have a current membership through the listed Event or Practice Dates. The Certificate cannot be ordered without the term of membership being verified.

ORDERING FEES:

General Liability Policy & International Policy:

If there is to be named “additional insured,” the fee is \$50.00. If “additional insured” is not requested, the certificate is free. ***FEE MUST BE RECEIVED WITH CERTIFICATE REQUEST, AND CHECKS MADE OUT TO SCA, INC. (U.S. FUNDS ONLY).***

Equestrian Policy:

Each time the Equestrian Policy is activated the fee is \$50.00. If you need “additional insured,” it is another \$50.00. For activation of both the Equestrian Policy and “additional insured” the total would be \$100.00. ***FEE MUST BE RECEIVED WITH CERTIFICATE REQUEST.***

Late Fee:

If the ***30 (thirty)*** day ordering period is not adhered to, there will be a ***\$175.00*** late ordering fee charged. Occasionally, the site will delay requesting a certificate and the fee may be waived by providing the Corporate Office with a letter from the site owner (on letterhead) detailing the cause of the delay. However, the late fee will need to be paid with the certificate fee, and will be refunded after the Site Owner’s letter has been reviewed.

CREDIT CARD PAYMENT: VISA OR MASTERCARD ONLY

Include:

Credit Card Number

Expiration Date

Name on Credit Card & Credit Card Billing Address

Email Address of Cardholder

A credit card receipt will be provided to the credit card owner, and a duplicate copy of the Insurance Certificate will be mailed to the Event Coordinator

Please send order with payment via:

Email: insurance@sca.org

Mail: SCA, Inc., P.O. Box 360789, Milpitas, CA 95036-0789

or

Fax: (408) 263-0641