

## NJFL Insurance Certificates Request Form

NJFL organizations must complete the following form in order to receive an insurance certificate to cover their organization under the NJFL insurance. Please complete 1 form per Certificate Holder. Please allow 48-72 hours to complete once received.

<b><u>Date of Request:</u></b>	
<b><u>Date of Event:</u></b>	
<b><u>Name of Organization:</u></b>	
<b><u>Contact Name:</u></b>	
<b><u>Phone Number:</u></b>	
<b><u>Email Address:</u></b>	
<b><u>Name of Certificate Holder:</u></b> <i>(Name of Site/Location organization will be at; ie. School District Name, Field, Fundraiser, Storage, Banquet)</i> <i>(**If Cert. Holder is School District, see below)</i>	
<b><u>Address of Certificate Holder:</u></b> <i>(Address of School, Field, Fundraiser, Storage, Banquet)</i> <i>(**If Address is a part of School District, see below)</i>	
If Name and Address are a School District Name and District Address, will this cover all facilities in the above listed School District? (yes/no)	
<b><u>Activity Description1/17/2017</u></b> <i>(Practice/Game Field/Fundraiser/Storage/etc)</i>	

**\*\*If Certificate Holder is School District**- BEFORE you submit your form to NJFL, please find out if the name needs to be listed as the school district's name or the actual School Name.

**\*\*If Address is within a School District**- BEFORE you submit your form to NJFL, please find out if the address needs to be listed as the district address and if it will cover all district venues or if the address needs to be listed as the physical school address you are using.

If you have any questions, please contact Tony Schwaerzler @ [njfltreas@gmail.com](mailto:njfltreas@gmail.com) .