



Policy Title:	Requesting Certificates of Insurance (COI)		
Policy Number:		Effective Date:	04/10/19
Department:	General SKG		
Created By:	Camille Gordon	Create Date:	04/10/19
Modified By:	Emily Gupton	Modified Date:	05/22/20
Reviewed By:		Reviewed Date:	
Review Frequency	Only when insurance carriers change.		

Purpose

To document how to request Certificates of Insurance to allow our D&I team to install on job sites.

Policy

Most facilities will require a Certificate of Insurance (COI) for us to enter the job site. Use the procedure below to request a COI.

Procedure

For many projects, we are required to provide proof of liability insurance. Typically, the client will provide us with their requirements, but occasionally you may have to ask them to send their requirements.

When a COI is required, ask the client to provide a template of their requirements. If none is available, at a minimum ask the client:

- Who should be listed as the certificate holder
- If anyone else should be listed as an additional insured

To request Workers Compensation Insurance:

- Email Matthew Blailock at G&A Partners – mblailock@gnapartners.com
- Emails MUST start with our client ID (3311)
- Subject line of the email MUST be formatted:
 - Subject: 3311 – Shelton Keller Group – COI for ‘Client SKG’
- Send the template of requirements or certificate holder/additional insured

To request General Liability, Automobile, and Umbrella COI:

- Email Dori Arizpe at Watkins Insurance – darizpe@watkinsinsurancegroup.com
- Phone: 512-452-8877
- Send the template of requirements or certificate holder/additional insured

Dori Arizpe
Commercial Service Advisor
Watkins Insurance
darizpe@watkinsinsurancegroup.com
512.452.8877