

June 1, 2019

Requesting Certificates of Insurance

Council and Conferences are occasionally requested to provide vendors or organizations with a Certificate of Insurance. The purpose of the Certificate of Insurance is to provide proof of in force insurance directly from the company writing the policies, specifically for SVdP, Selective Insurance Company.

All conferences using Indianapolis Archdioceses properties are covered on the included certificate below. You may reference this certificate to familiarize yourself with the information included on the form.

The procedure to request a certificate of insurance is very easy.

Send an email to Bernie Weitekamp at ***bweitekamp@comcast.net***

In the email include:

- The name of the business or organization requesting the certificate.
- The mailing address where the certificate is to be mailed.
- The name of the requesting person for mailing “to the attention of”.
- A brief statement of the purpose the business or organization is requesting the certificate.
- Certificate of insurance can be emailed (rather than mailed) if an email address is provided. However, names and address information requested above must be provided whether mailed or emailed.

Please direct any question on requesting certificates to Bernie at the above email address.

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