

REQUEST FOR CERTIFICATE OF INSURANCE

4-H Club/County:		4-H Club/County Contact:
City	Province	Postal Code
Name of Person Requesting Certificate of Insurance:		Date of Request:
Telephone: ()	email:	
1. Name and Address of additional Insured: _____ _____ _____		
2. Nature or Activity & Date: _____ _____ _____	3. Location of Activity: _____ _____ _____	
5. Special Requirements, if any: _____ _____ _____		
Requested By:	PRINT NAME	SIGNATURE
Email	Telephone	Fax

Please Email/fax all certificate requests to Sarah McWhinnie at:

BFL CANADA Risk and Insurance Services Inc.
 2685 Queensview Dr. Suite 101
 Ottawa, Ontario K2B8K2
 Telephone: 613-454-8289 Fax: 613-722-7829
 Attn: smcwhinnie@bflcanada.ca

You only need to acquire a Certificate of Insurance when requested by outside agency/corporations. The certificate is not required for the vast majority of activities.

Should you be asked by a third party in order to have access to facilities to conduct activities, in most cases you can provide them with the generic proof of insurance "to whom it may concern". We appreciate where possible to provide at least 14 days' notice prior to the date of the event.