**Klamath Insurance Center, Inc.**

**Request for Certificate of Insurance**

**To: Nicolas Phair Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Fax: 541-882-5556

 Phone: 541-882-5555

 E‐Mail: nphair@klamathinsurance.com

#  Insured: National Association for Family & Community Education

 **73 Cavalier Blvd, Suite 106**

 **Florence, KY 41042**

**Certificate Holder Information (complete name & mailing address).**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interest**

\_\_\_\_\_ Certificate Holder \_\_\_\_\_ Additional Insured

**(no additional charge) (If required, an additional charge may be assessed)**

\_\_\_\_\_ Loss Payee \_\_\_\_\_ Mortgagee

\_\_\_\_\_ Other (explain)

\_\_\_\_\_ Mail To: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Fax To: Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ E-Mail To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* If you have received a written request for this certificate, please email it along with this form so we can comply with the complete request. Thank You.\*\*

**Klamath Insurance Center, Inc** 121 South 6th Street, Klamath Falls, OR 97601

 A few helpful tips when filling out the Certificate Request Form:

1. Certificate Holder: the organization or business who is requesting the certificate (i.e. the vendor of a conference may ask to see proof of insurance)

2. The Certificate Holder may request to be included as Additional Insured. (This protects the Certificate Holder from any negligent acts of an FCE member.) Your members will not receive any requests for Loss Payees or Mortgagees. If the Certificate Holder requests specific information, this can be placed in the "other" box.

3. The last section is just identifying to whom the Certificate should be sent.