



Certificate of Insurance Request Form

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

Should you be asked by a supporter/ agency/ corporation to provide proof of liability insurance 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”. In the case where an *additional insured* must be added, please complete this form and forward it to the Navy League head office. The Certificate of insurance will then be issued as required and emailed or faxed as indicated on this request form.

We appreciate requests for Certificates of Insurance at least **one month** (if possible) prior to the first date of the event for which they are intended.

Navy League Branch:					
Branch President:					
Branch President's Phone:		Fax:		E-mail:	
Nature of Activity:					
Date(s) of Activity:					
Location Where Activity is to Take Place:					
Location Address:					
Contact Name at Agency:				Job Title:	
Contact's Phone:		Fax:		E-mail:	
Contact's Mailing Address:					
Name(s) to be added as Additional Insured:					
Limit Required:	\$				
Requested By:				Date:	

Please forward completed request forms to:
Martin Detto, Navy League of Canada
Fax: (613) 990-8701 Email: national@navyleague.ca