



Risk and Insurance Management

Certificate of Insurance Procedures

A certificate of insurance request form is used by a Diocesan event coordinator when proof of Diocesan Insurance is requested by an outside organization for use/rental of property or equipment i.e. retreats, camps, copier equipment, rental cars/charters, etc.

The event coordinator will fill out and remit the "Certificate of Insurance Request Form" along with a copy of the agreement/contract to the Risk and Insurance Management Department, Theresa La Voun lavoun@dsj.org.

You must allow at least two weeks for processing. Please plan and submit your requests early.

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