

Girl Scouts Louisiana East

www.gsle.org

Corporate Headquarters

310 West Eastbank Ext., Suite 4, Gonzales, LA 70737
(504) 733-8220 (800) 644-7571 F (504) 733-8219

Certificate of Insurance Request Form

Save form to your computer before completing. Open saved document and complete, then save again.

In many cases, a general certificate is sufficient proof of general liability insurance. Please use this request form when the requesting organization requires more information.

Person Making Request: _____

Relationship to Council: _____

Phone: _____ Email: _____

Please issue a certificate to:

Organization Name: _____

Contact/Attention Name: _____

Address/City/ST/Zip: _____

Phone: _____ Fax: _____

Email: _____

Does the Certificate Holder require to be named "additional insured?" YES NO

Please send the certificate to the Certificate Holder via Email Fax Mail

Type of activity or service provided by the organization: _____

Inclusive dates to be covered: _____

Our insurance certificates are renewed on January 1 each year. Please indicate here if a renewed certificate should be automatically sent to the certificate holder. YES NO

The certificate is for proof of general liability insurance unless otherwise requested. Please indicate here if a different type of insurance is needed: _____

Submit this form to insurance@gsle.org for quickest delivery.

If you choose to mail and/or fax this form, please use the information below:

Girl Scouts Louisiana East
ATTN: Insurance/COI Post Office
Box 909 Gonzales, La. 70707
FAX: 504-733-8219