

## Request for Evidence of County's Insurance

**Note: Departments may issue certificates of insurance directly. Please see instructions here:**  
<http://sonomacounty.ca.gov/HR/Liability/Evidence-of-Countys-Insurance/>

Please submit your request as early as possible in your event/agreement/rental planning process and no later than 10 working days in advance of your need to provide evidence of insurance. Certain evidence can only be obtained from our carrier and this can take time.

Department:

Department Contact:

Phone:

Date Evidence Needed:

**(Fill in the information requested below and attach a copy of the agreement requiring Evidence of Coverage. The Insurance & Indemnification Sections must be included.)**

### Complete for all requests:

\* Name and address of recipient:

\* Name and address of other parties who require a copy:

\* Are volunteers involved?       Yes       No

If Yes, have they registered with the Human Resources Volunteer Program Coordinator at extension #2331?       Yes       No

\* Other information that Risk should know:

### Complete if Evidence of Coverage is needed for an event or series of events:

\* Description & Purpose of Event(s):

***Note: Alcohol may not be served at County sponsored events.***

**Complete if Evidence of Coverage is needed for an ongoing agreement (service agreement, grant or funding agreement, license agreement, etc.)**

\* Term of Agreement:

\* Purpose of Agreement: