



REQUEST FOR CERTIFICATE OF GENERAL LIABILITY INSURANCE

A certificate of insurance is a document used to verify an entity is insured. On occasion and outside party may request Horry County Schools to confirm various types and levels of insurance in connection with business agreements. Request for Certificate of Insurance from an outside organization must flow through Coordinator of Procurement. The request for a certificate of insurance form should be completed and submitted to [Darlyn Adams](#) in the [Office of Procurement Services](#). The original insurance certificate will be mailed to the requesting organization. A copy will be provided via of email to the requesting department.

Description of Activity or Event			
Name of Event			
Description of Event			
Provide specific details regarding the event			
Start Date		End Date	
Start Time		Ending Time	
Date Insurance Certificate Required			

Horry County Schools Requestor Contact Information			
Requestor Name		Request Date	
Requestor School Location			
Requestor Phone Number		Requestor Email	

Outside Organization Requesting the Certificate						
Name of Organization						
Address						
Phone		Fax		Email		
Estimated Amount		Date of Occurrence		Location of Event		
Administration approved contract/agreement in place with individual or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, provide explanation:						

Additional Comments or Special Instructions