

# General Business Liability Insurance Certificates

## Certificates of Insurance

Certificates of insurance are available upon request to the insurance administrator at [slip@leah.org](mailto:slip@leah.org)

The information requested by the Certificate Request Form must be sent to the Insurance Administrator. It is not necessary that the Form itself be filled out; the information requested may be sent in an email to the administrator. If payment is due for the certificate\*, it should be sent via postal mail to the address above.

Certificates will normally be received via email in PDF format. This is the most efficient means. If email is not available, it can be faxed or sent via postal mail.

Only Chapter Leaders or their authorized designees may request insurance certificates; if someone is acting on behalf of the Chapter Leader, the Chapter Leader should send an email (or postal) authorizing that person to obtain certificates for that chapter.

## Types of Certificates

There are two types of certificates of insurance: first, there are those that simply prove that LEAH has insurance. Secondly, some facilities require that they also be named as an “additional insured” on the certificate. If an additional-insured certificate is required, a simple, plain-language contract between the facility and the chapter is required, which states the purposes and conditions of facility use. The contract must also state that the additional-insured designation is required. A copy of this contract must be submitted in order to obtain an additional-insured certificate.

The certificate will be sent as a pdf file via return email. This may take a day or two – however, it will not be sent until any payment due has been received.

## \*Cost of Certificates

**NYS LEAH is be charged a one-time<sup>†</sup> fee of \$15.00 for each certificate of insurance issued (for each separate facility). NYS LEAH will bear this cost of one general business liability certificate for each chapter. The chapter must bear the cost of any additional certificates required.**

<sup>†</sup>Certificates for the same facility (no name or address changes) will be issued free of charge in subsequent years.

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*NYS LEAH, Inc. is arranging this program as a service to its membership; no liabilities or obligations upon NYS LEAH, Inc. are implied by providing this service. Actual coverage is provided by the insurance company. The insurance company's obligations to the insured are bound only by the official policy documents, and not by any other description.*

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