

Proper Procedures for Filling Certificate of Liability

1. The Producer: Produces or orders Certificate for insured; answers questions, revises certificate to meet contract requirements.
2. Name of Insured: Must be legal name of contracting party.
3. Types of Insured: Must include types required by contract.
4. Policy Form: Will indicate claims-made or occurrence form.
5. Names Additional insured: The certificate must state, either under Description of Operation or by attached endorsement, that Austin Peay State University is named additional insured.
6. Certificate Holder: Must read: Austin Peay State University, 601 College Street, Clarksville, TN 37044
7. Policy Effective Date: Must be prior to or coincidental with effective date of contract.
8. Policy Expiration Date: Should be on or after effective date of event.
9. Limits of Insurance: Must be a minimum of \$500,000.
10. Description of Operations: State a brief description of the event.
11. Notice of Cancellation: In the event the policy is cancelled prior to expiration date, the issuing company has 30 day to send notification to certificate holder.
12. Authorized Representative: Must be signed by an authorized representative of Producer.