

CERTIFICATION GUIDELINES

Brokers are authorized to issue unmodified acord certificates of insurance. A sample certificate will be provided with the policy and a copy of the authority to issue certificates form letter. No additional wording or modification of the acord certificate is allowed. A copy of the program additional insured endorsement can be attached to the certificate by the broker for those requiring the endorsement. No additional insured forms will be allowed other than the program form or approved municipality forms. All certificates received are to be reviewed and returned if inaccurate using the appropriate form letter and suspense procedures.