NEW YORK STATE OF OPPORTUNITY. Office of General Services

Office of General Services
Bureau of Risk & Insurance Management
OGS.sm.BRIM@ogs.ny.gov
Phone: 518-474-0367

Certificate of Insurance Request for General Liability

Request coverage for an event such as use of space for a meeting or training, display booths, classroom use, etc. The limit of liability is $1,000,000/$2,000,000 aggregate. If you are requesting coverage for an event that does not fall within the policy's current schedule of coverage, you may be charged a premium to add the requested coverage. Any certificates that result in additional premium will be forwarded to the requesting agency for approval prior to being issued.

Instructions: Download, fill out this form in its entirety and email to: OGS.sm.BRIM@ogs.ny.gov. Incomplete forms will not be accepted.

Agency Name		**Agency Code**	
Address 1		**City**	
Address 2		**State**	**Zip Code**
Agency Contact Name	**Email** (must be a NYS agency email address)		
Agency Contact Title		**Phone Number** (include area code)	

Event Type		
Event Location	**Event Dates** **From** **To**	
Certificate Holder Name		
Address 1	**City**	
Address 2	**State**	**Zip Code**

☐ **By checking this box, you confirm that you attempted to use the Self-Retention Statement, but it was not accepted.**

Additional Information (optional)

SUBMIT