



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)
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SUBMIT