

HOW TO OBTAIN A CERTIFICATE OF INSURANCE

A frequent question is raised by councils planning on participating in an event sponsored by a third party: How do we obtain a certificate of insurance to show the sponsoring party that we are insured for the specific event?

The proper procedure for obtaining that certificate of insurance is to contact the state insurance broker – Lockton Affinity in Kansas City, Missouri. They can be reached at CertificateRequest@locktonaffinity.com. They will provide you with an event-specific certificate of insurance. You just need to advise of the nature of the specific event, including venue name and address, purpose/type of event, and dates of the event. You should also include the Council name, number, and address.