

### **Instructions for Securing Proof of Insurance for Civil Air Patrol**

1. When a Certificate of Liability Insurance (aka CERT) is required, forward request directly to [insurance@nyw.cap.gov](mailto:insurance@nyw.cap.gov) for processing.
  - (a) Do not email or fax wing headquarters. This will delay processing.
2. Request for insurance must include:
  - (a) Insurance Coverage(s) required: Automobile, Comprehensive General, Workers Compensation etc.
  - (b) Name of Unit, Charter Number, Address and Contact's Telephone Number and/or email address
  - (c) Name, Address, Telephone Number(s) and/or email of Certificate Holder
  - (d) Description and address of premises to be covered. If an event: dates of the activity.
  - (e) Any *special instructions* concerning wording of the coverage. As an example: "As Additional Named Insured", or "As Additional Named Insured in regards to-----" (If this is required, please be specific, otherwise delays may occur).
3. The insurance carrier sends the Certificate of Insurance directly to the Certificate Holder at the organization's address, FAX number, or email address provided.
  - (a) CAP unit does not need/receive a copy of the certificate.
  - (b) Wing Insurance Administrator receives the only file copy which is placed in the Wing Real Property Folder for said unit.
4. Insurance carriers are not open from 1600 Friday through 0900 Monday. CAP has two carriers.
  - (a) Requests maybe reviewed and forwarded during a weekend, but can only be acted upon when the carrier(s) are open for business.

20 FEB 2019