



Order of the Alhambra, Inc.



We are Catholic Men and Women Serving the Intellectually Disable[®]

Dear Eminent Grand Commander:

This form is only for caravans needing to request a "Certificate of Coverage" (COI), for your caravan event. If no COI is needed for your event, your caravan will still have the coverage offered by the insurance company.

As there have been complications for the insurance company to assist you with getting a "COI," I am asking that you use this form when contacting the insurance company for your request for a COI. This form must be completed in full. **It must be returned back to the home office for review. If correct, I will email the form to our insurance company.**

You must have the most updated information and do not copy your paperwork from the year before. This causes the insurance company to receive incorrect information as members forget to update the information.

Do not take this lightly. The insurance company does not keep information on your last insurance request. This is your responsibility. Not following this procedure will cause a delay in you receiving your COI or not receiving a COI at all. You must write legibly, or your request will be denied. They suggest this be typed.

NAME OF CERTIFICATE HOLDER:

ADDRESS OF CERTIFICATE HOLDER:

NAME OF THE EVENT:

DATE OF EVENT:

LOCATION OF EVENT:

TIME OF EVENT:

Please e-mail your request for a COI to: officeadmin@orderofalhambra.org

If you have any questions, please contact me either by email or call the office.

Laus Deo,

Robert Long

Robert
Executive Secretary,
410-242-0660