

Certificate of Insurance (COI) Process – FAQ

General Overview

Q1: What is the COI request process?

A: The Certificate of Insurance (COI) process ensures that proper insurance documentation is issued for events, facilities, or contractual requirements.

Process Steps

Q2: How do I request a COI?

A: Follow these steps:

1. Download the COI request form from the Resources section on the ACSA website.
2. Complete the COI request form with all required information.
3. Gather supporting documents, including the contract and/or facility use agreement, if possible.
4. Send the completed COI request form and all supporting documents to the appropriate support email.

Submission Requirements

Q3: What documents must be submitted with the COI request?

A: The following documents are required:

- Completed COI request form
- Contract and/or facility use agreement, if possible
- Any insurance requirements specified in the contract

Submission Contacts

Q4: Where should I send the COI request?

A: Send the completed COI request form and supporting documents to:

- Region Support: regionsupport@acsa.org
- or
- Charter Support: chartersupport@acsa.org