



RH Sims Insurance Agency

Policy Holder Requesting Certificate of Insurance (COI)

Account Name _____

Account Policy # _____

Contact Persons # _____

Account email address _____

Type of Certificate (COI) Request

- Rent a Car/Date of rental _____ Type of vehicles _____ # of vehicles _____
- Loss Payee/Mortgage/ Loan# _____ Locations BLDG _____
- Additional Insured/Type of Equipment _____ Replacement cost value _____
- Misc/special events/parks/retreat/ Dates of event _____

Certificate Recipient (Business requesting COI)

Recipient Name: _____

Recipient Address: _____

Recipient City: _____

Recipient State: _____ Recipient Zip _____

Any Special instructions: _____

- Please provide an email address for delivery of Certificates.
- Request for COI cannot be completed unless all required information is provided. Incomplete information could delay processing certificates.