



Specialty Insurance Agency
Performers of the U.S. & Vendors of the U.S.
3432 Denmark Avenue #231
Eagan, MN 55123

Fax: 715-246-8908
Phone: 715-246-8908
certs@specialtyinsuranceagency.com
www.specialtyinsuranceagency.com

Certificate Request Form

Use this form to email or fax your certificate request to the office. There is **no charge** for additional insured certificate requests. However, we do require that requests be submitted in writing. **Processing time is within 2 business days after receiving your request.** After submitting your request, you can ask for rush processing by emailing certs@specialtyinsuranceagency.com.

For faster processing, certificates can be requested through our website:

- Go to www.specialtyinsuranceagency.com
- Click "Login" in the top right corner (if you forgot your password, click the "Reset your password" button, and complete the password reset process).
- Click the "Request certificate" button.
- Use **Option 1** to search the database. If the event/venue/entity does not appear, switch over to **Option 2** to create a new certificate (please enter the **venue's information** in all fields).
- Click the "Submit" button at the bottom of the form.

Certificate request information:

Your first name:		Your last name:	
Performer DBA or business name:			
Client ID:		Event date(s):	
Certificate holder name: (event/venue/entity asking)			
Certificate holder's address:			
City:		State:	
		Zip code:	
Additional insured (please refer to your contract for any special wording needed):			

Processing time is within 2 days of receiving your request.