



# The Catholic Diocese of Shreveport

## Certificate- Request Form

**Requested by:**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Named insured :** Diocesan entity/Church or school

Complete name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Coverages needed** (Only check the applicable options)

<input type="checkbox"/>	GL	<input type="checkbox"/>	Property	<input type="checkbox"/>	Fidelity
<input type="checkbox"/>	WC	<input type="checkbox"/>	Business Property( for Contents/Rental or leasing of equipment including theft)	<input type="checkbox"/>	E&O
<input type="checkbox"/>	Auto			<input type="checkbox"/>	Other

**Certificate Holder :** entity asking for the insurance

Complete name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Special interest:** (Please attach a copy of one of the following if available: insurance requirement, contract agreement, lease contract)

<input type="checkbox"/>	Proof of Insurance
<input type="checkbox"/>	Additional Insured (if you are required by agreement)
<input type="checkbox"/>	Waiver of Subrogation
<input type="checkbox"/>	Loss Payee (if you are required by agreement)
<input type="checkbox"/>	Other

**Remarks:** Please provide any details describing the purpose of this certificate (E.g. value of equipment, serial number, event type and date(s), contract number, etc.)**Delivery distribution:**

	U.S. Postal Service	Email address	Fax No.
Named insured:	<input type="checkbox"/>		
Certificate holder:	<input type="checkbox"/>		
Other: _____	<input type="checkbox"/>		
Other: _____	<input type="checkbox"/>		



Please forward completed request form to: Diocese of Shreveport Business Office at  
[busoffice@dioshpt.org](mailto:busoffice@dioshpt.org)

Processing time, please check:  Standard 48 hours upon receipt.  
 Rush (if event will occur in less than 24 hrs.)

If you may have any questions, please contact: Business Office at 318-272-7270.