

**DIOCESE OF SAN DIEGO**  
**2017 – 2018 CERTIFICATES OF COVERAGE**  
**MEMORANDUM**

Although it is our great pleasure to assist with your certificate requests, occasionally, unforeseen circumstances do occur. For this reason, we ask that all requests for Certificates of Coverage be submitted for processing to this office at least **two weeks in advance**. If the certificate request is received too late, we cannot guarantee that it will be processed in time.

Additionally, when a certificate of insurance is requested, it is important that we receive a contract for that particular venue. The contract must clearly state the following information:

- ❖ **Entity Name (Diocesan Office / School / Parish) and Address**
- ❖ **Date(s) of Event**
- ❖ **Location of Venue**
- ❖ **General Liability Insurance Requirements**
- ❖ **Holder of Certificate (Name and Address)**

Unfortunately, omission of any of the information listed above may delay processing of the certificate. For your convenience, the documentation may be forwarded to:

**Aimee Moore:** [amoore@catholicmutual.org](mailto:amoore@catholicmutual.org)

or

**FAX: 858-490-8345**

Thank you.

Robert Blodgett  
Claims / Risk Manager