



(800) 476-9747

RISK TRANSFER GUIDELINES INSURANCE CERTIFICATE CHECKLIST

1. Request a certificate of insurance certificate from vendors, facility users, contractors and transportation carriers at your district or BOCES. You must also request an Additional Insured Endorsement naming your school district as an additional insured. NYSIR prefers ISO endorsement forms CG 20 26 for facilities users and CG 20 10 for contractors/vendors/transportation carriers. If there are applicable insurance specifications, please attach them or the documents will be reviewed to NYSIR standards. If you have any questions whether or not to request a certificate from a vendor or group, contact your insurance representative or NYSIR Risk Management at extensions 1403 or 1378.
2. Check the certificates to see that:
 - The policies are current
 - The required coverages are in place
 - The district is the certificate holder
 - Additional insured status is indicated
 - The certificate is signed
3. Fax copies of these documents to NYSIR Risk Management Department for review at 516-227-2352.
4. Bonds are typically reviewed by school counsel.
5. Include any pertinent information (if it a one-day event, what the vendor does) on the cover sheet. Please include your e-mail if you would like an e-mail response.
6. Expect a 2-3 day turnaround time for a response.
7. When a response is received, forward NYSIR's comments to the relevant party, or if the certificate is satisfactory, please keep it on file.
8. When a response from the insured is received, forward the response to NYSIR and include a copy of NYSIR's initial comments regarding that insured for reference.
9. Keep approved certificates on file; keep track of when they expire, and request new certificates as needed to ensure proper risk transfer.
10. Ensure that a hold harmless agreement has been completed and filed for all organizations.