



NIF Insurance Services of California

a division of NIF Group, Inc.

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Requests for Additional Insured Endorsements

The applicable forms can be accessed at the NIF Group website (www.nifgroup.com). Please complete the applicable forms and send them electronically to your insurance broker. The only time you need to fax them to your insurance broker is if a signature is required for a specific type of endorsement that you request with the certificate or if you are not able to email it.

The Adobe Acrobat reader is required to use the forms and can be obtained at no cost at Adobe's web site: <http://www.adobe.com/products/acrobat/readstep2.html>. The reader is available for most computers, making these forms usable on Windows, Macintosh, and other popular systems. If you have any problems with this form or its use, please send NIF an email stating the problems you are experiencing and NIF will suggest appropriate solutions.

Guidelines for Requesting Certificates of Insurance and Adding Additional Insured Endorsements to Your Policy:

The following are guidelines for requesting certificates of insurance and Additional Insured Endorsements. When forwarding such a request to your insurance broker, please ask the certificate holder the following:

- Will they be an additional insured under your policy? If yes,
- Who exactly is to be named as additional insured?

Please also provide the following information on the Certificate of Insurance and Endorsement Request Form:

- For “proof of insurance” certificates of insurance (i.e., no Additional Insured Endorsement or other endorsements are needed), complete the form as indicated and forward to your insurance broker for processing. Your insurance broker has the authority and the ability to process these types of requests much quicker than NIF can.
- Requested By - Please enter your name here, so if there is a question regarding your request, your insurance broker will know whom to contact.
- Certificate Holder (Additional Insured) - Name (the person or organization this is for) and address (please include mailing or street address, city, state and zip code).
- Coverages - Please mark boxes accordingly.
- Project Name - Street address, city, state, tract number, job number, etc. Please be specific.
- Project Description – E.g., Pool and Spa Construction, Pool Service, Pool Repair, HVAC Operations, Landscaping, Masonry/Tile Work, Electrical Work, etc.
- Several Additional Insured Endorsements are not available for residential projects. Also, please provide an estimated start date and completion date, and included the appropriate insured signature. Without this information, NIF cannot issue the endorsements. (See request form for specific Additional Insured forms).
- You will be charged and billed accordingly for each premium bearing endorsement issued by NIF.
- Special Instructions - please note any special instructions here.

Once the form is complete, please forward the request to your insurance broker.

Please visit our website at www.nifgroup.com for the most up-to-date information. If you have any questions or need further clarification, please do not hesitate to contact your insurance broker.

Certificate of Insured's Warranties:

This form is needed only if requesting the specified Additional Insured Endorsements for a recently completed job. Please note that this form is specific only to the specified endorsements and that these endorsements may not be issued for recently completed jobs under some circumstances. They will not be issued for jobs that have long been completed.

Questions or Concerns about Service:

If you have any concerns or issues regarding NIF's service, please call NIF or send an email to requests@nifcalifornia.com. It is NIF's goal to provide you with timely, accurate, and quality service.