



Request a Certificate of Insurance

For current OKC Insurance Brokers clients - we'll prepare your COI and send it over, usually the same business day.

Please print clearly, then email a scan or photo of every page to info@okcib.com or bring it to our office. Questions marked * are required. You can also fill this out online at okcib.com - just ask us for the link.

YOUR CONTACT INFORMATION

First Name * _____

Last Name * _____

Phone * _____

Email * _____

QUESTIONS

Your Business Name _____

Policy Number - Not Required but helpful _____

Name of the Certificate holder - Not Required (Requesting Party) _____

Business Name of the Certificate holder (Requesting Party) * _____

Certificate holder's address (requesting party) *

Street _____

City / State / ZIP _____

Certificate holder's Email - Not required (requesting party) _____

Need more than one certificate holder?

Additional Certificate Holder #1

Name of the Certificate holder (Requesting Party) _____

Business Name of the Certificate holder (Requesting Party) _____

Certificate holder's address (requesting party)

Street _____

City / State / ZIP _____

Certificate holder's Email _____

Additional Certificate Holder #2

Name of the Certificate holder (Requesting Party) _____

Business Name of the Certificate holder (Requesting Party) _____

Certificate holder's address (requesting party)

Street

City / State / ZIP

Certificate holder's Email

More than 2? List the rest on an extra sheet.

Any verbiage needed on the certificate description.

Request a certificate *

(check all that apply)

☐ Evidence of Insurance ☐ General Liability ☐ Worker's Compensation ☐ Comm Auto ☐ Umbrella/Excess

Additional Provisions

(check all that apply)

☐ Additional Insured ☐ Waiver of Subrogation ☐ Primary and Non-contributory ☐ Notice of Cancellation
☐ Per Project Aggregate ☐ Completed Operations Coverage ☐ 30-Day Notice of Cancellation

File Upload - SAMPLE of the COI needed

Please attach a copy with this form.

I confirm the answers above are true and complete to the best of my knowledge. Sending this form does not bind coverage; nothing is in force until confirmed in writing by OKC Insurance Brokers.

Signature

Date