Certificate of Insurance Request

DRAFT WORKSHEET / NOT SIGNED OR SUBMITTED

This request is not a certificate or evidence of insurance. A certificate does not itself add coverage or additional-insured status. Endorsements and any special wording require policy and carrier review. Do not rely on submission as proof of insurance.

Your first COI is included.

For a policy placed through Kalvira, the first certificate of insurance is included at no additional agency service charge. Issuance remains subject to policy and carrier review.

For additional certificates, any permitted agency service fee will be disclosed separately and agreed in writing before chargeable work begins. Any required endorsement premium or carrier charge is separate and will be confirmed with you.

Submitting this request does not authorize a fee. No payment is collected through this form.

Service notice: KALVIRA-COI-SERVICE-2026-10-v1

Exact legal name of named insured

Mailing address, city, state and ZIP

Current insurance carrier

Policy number

Your full name

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Your title or relationship to the named insured

Verified account email

Contact phone

Certificate holder's exact legal name

Certificate holder's mailing address

Project, location and purpose

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Requested delivery date (optional)

Additional insured requested?

Choose one: No / Yes - agency review required / Not sure - please advise

Waiver of subrogation requested?

Choose one: No / Yes - agency review required / Not sure - please advise

REQUEST SCOPE / REVIEW BEFORE SUBMITTING

I am the named insured or an authorized representative and request agency review of a certificate only. No certificate, additional-insured status, waiver of subrogation, endorsement, or policy change is created by this submission. I will obtain confirmation before relying on any requested evidence of insurance.

I ask Kalvira to save this request in my private client account and email a copy through its email provider to gor@kalvira.com. I have read the portal privacy notice. Email is not end-to-end encrypted. I will not include Social Security numbers, payment details, medical records, or claimant information.

No signature or broker appointment is created by this worksheet. Email verification confirms mailbox access, not identity or authority. Do not use this document as a certificate, binder, cancellation notice, or claim report.