



CERTIFICATE REQUEST FORM

Fax Request To: 281-577-2678 or
Email Request To: certs@hapeo.com

Date of Request: _____ Date Needed: _____ Requested By: _____

Client Company Information

Client Company Name: _____

Address: _____

City	State	Zip
Phone	Fax	Email

Certificate Holder Information

Certificate Holder's Name: _____

Address: _____

City	State	Zip
Phone	Fax	Email

Attention to: _____

Project Information: _____

Coverage Information

Workers' Compensation

Endorsement Options:

- Waiver of Subrogation
- Alternate Employer

*Waivers of subrogation for **workers' compensation** will be issued free of charge when accompanied by a copy of the section of the contract that specifically outlines the waiver of subrogation requirement, or a sample certificate. If requests are not accompanied with the contract or sample, the certificate will be issued **without** the waiver of subrogation.*

Commercial Insurance

General Liability

Endorsement Options:

- Waiver of Subrogation
- Per Project
- Additional Insured
- Primary/Non-Contributory
- Completed Operations

Automobile Liability

Endorsement Options:

- Waiver of Subrogation
- Additional Insured

Excess/Umbrella Liability

Equipment

Property

Special Instructions: _____

Upon completion of the certificate, we will mail the original to the certificate holder and send a copy to the client.