



## **Certificate of Insurance Request**

Below is the information required to request a Certificate of Insurance (COI) from our master policy holder, **Valley Insurance**. Please include all requested details in your email and send them to the email address listed below. You may also include your mortgage company on the email so they can communicate directly with Valley Insurance. Thank you.

Email: **VISproofs@valley.com**

Please include the following information in your request:

- Insured / Business / Association name:
- Type of proof required (for example: Liability Certificate/COI, Evidence/EOP, Proof Only, etc.):
- Recipient's email address for delivery:
- Buyer / Borrower / Owner information (if applicable):
  - Name:
  - Property address, including unit number, city, state, and ZIP code:
  - Loan number:

If applicable, also include the following:

- Additional Insured / Holder / Lender / Loss Payee / Mortgagee name:
  - Department or acronyms, if applicable (for example: Attn: Insurance Dept, ISAOA, etc.):
  - Mailing address, city, state, and ZIP code:
- Job location and/or description (if applicable):
- Any required additional insured wording or endorsements: