

**Church Insurance of Vermont Contacts
(Property/Liability coverage)**

To report a claim or check the progress of a claim:

800-223-5705

For almost all questions or requests for service:

Gail Graham
Client Services Representative
3639 Phelan Road, Suite B10
Phelan, CA 92372
Phone 800-293-3525 -Fax 800-557-1395
ggraham@cpq.org

The Certificate Hotline for insurance certificates when needed (complete attached form):

Email – cicvtcerts@cpq.org
Fax – 802-753-1385

For specific policy interpretation or coverage questions:

Pat Nieberding
Underwriter – Church Insurance of Vermont
210 South Street
P. O. Box 5000
Bennington, VT 05201
Phone 800-819-2984, option 3 then 1 - Fax 802-753

Our rep:

Holly McAlpen
Phone 510-727-9235
hmc Alpen@cpq.org

Certificate of Insurance Request Form

Name as it reads on your policy:

Your address:

Your Policy/Certificate Number: _____
(We do not need the master policy number for the diocese.)

The name and address of the entity/company/organization requesting the Certificate:

Reason for request of Certificate:

Mortgagee **Loss Payee** **Additional Insured** **Other**

Describe other _____

Mortgage Number: _____

Loan Number: _____

Lease Number: _____

Description of Property and/or Equipment, including model and serial number.

If you have a letter or document from leasing company, please provide us with a copy.

Should we delete a piece of equipment or property? Should we delete a loss payee or mortgagee from your policy? Please describe:

If you need a certificate for a certain event, please give a complete description including the date(s), where it will be held, and who is participating:

(Please contact us before signing a Hold Harmless Agreement.)

To whom should we Mail or Fax original certificate:

Would you like a copy? Yes No

Whom should we call with questions?

Phone Number: _____ **Email:** _____

Date: _____

Fax this request to: 802-753-1385 or

Email all of the above information to: CICVTCerts@cpg.org

In most cases, your request will be completed within 24 hours.