



# Request for Certificate of Liability Insurance Coverage From GSNNJ

**Certificates of Insurance** (COI) are issued upon request to companies/organizations providing the use of their site to Girl Scout troops/groups for Girl Scout Activities. Many organizations/companies require a COI from Girl Scouts of Northern New Jersey before they allow a group to reserve their site.

To request a Certificate of Insurance, complete the form below and email to anyone of the following:

- Nancy Wong** in Paramus at [nwong@gsnnj.org](mailto:nwong@gsnnj.org)
- Skye Bohmer** in Randolph at [sbohmer@gsnnj.org](mailto:sbohmer@gsnnj.org)
- Melanie Toj** in Riverdale at [mtoj@gsnnj.org](mailto:mtoj@gsnnj.org)

The certificate will be prepared and faxed directly to the organization/company as well as an email copy sent to the **Leader/Member in Charge of Activity**. **Please allow 1 -2 weeks for processing.**

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**Company/Organization Name** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Send to the attention of \_\_\_\_\_

Date(s) to be covered: \_\_\_\_\_

**Person Requesting Certificate – (Please allow 1-2 weeks for processing)**

Leader/Member in Charge of Activity \_\_\_\_\_ Email \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Service Unit: \_\_\_\_\_ Troop No.: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**Questions?** Please contact [customercare@gsnnj.org](mailto:customercare@gsnnj.org) or call 973-248-8200