



**Request for Certificate of Insurance**

- This form is to be used to request proof of liability insurance currently in force. The certificate will be sent directly to the third party that has requested it and a copy sent to you. Allow up to seven (7) days to process. This form is used for ALL levels of activity as outlined in *Safe Guide*.
- Fax to: **416-599-5458**  
Or mail to: **BFL Ontario Inc. 181 University Ave, Suite 1605, Toronto, ON M5H 3M7**
- If urgent, or if there is no response within the allotted time, please call 416-599-5530 or 1-800-668-5901. Be sure to identify yourself as a Member of Girl Guides to the switchboard.

**Guider Contact Information**

Responsible Guider: \_\_\_\_\_

Unit Name & Number: \_\_\_\_\_ Area: \_\_\_\_\_

Division: \_\_\_\_\_ District: \_\_\_\_\_ Province: \_\_\_\_\_

Guider's Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How should copy be sent to Guider?  Mail  Fax:

**Event Information**

Type of Activity:  Meeting  Mall Display  Other (describe) \_\_\_\_\_

Time of Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Name/Location of Activity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Facility Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Owners or Management Company: \_\_\_\_\_

Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

***Attach a copy of agreement, if available.***

Should certificate of insurance be renewed automatically next year?  Yes  No



## **INS.02 - Procedures for Requesting Certificate of Insurance (Proof of GGC Insurance)**

Often, owners or persons operating facilities where Guiding activities and events take place (for example, schools, shopping malls and municipalities) will ask for proof of insurance by requesting a “Certificate of Insurance” from Girl Guides of Canada-Guides du Canada.

A Certificate of Insurance summarizes information about our insurance by outlining the name of the insurance company, effective and expiry dates, policy number, and amounts of general liability insurance. If the Certificate of Insurance is being issued for a particular event, it will provide details outlining the date, time, location and description of the event.

1. Complete the Request for Certificate of Insurance providing **all** required information, including Facility Agreement.
2. Fax the completed form to:  
BFL Ontario Inc.  
Fax: 416-599-5458

Or mail it to:  
BFL Ontario Inc.  
181 University Ave, Suite 1605  
Toronto, ON M5H 3M7

The Certificate of Insurance will be issued to the third party (the owner or management of the facility). Certificates are usually e-mailed or faxed. If the third party does not receive the documentation within the required timeframe, please call BFL Ontario Inc. at 416-599-5530 or 1-800-668-5901. Identify yourself as a member of Girl Guides to the switchboard.