



Certificate Request Instructions (via Email)

This tutorial will guide you through the process of requesting a Certificate of Insurance (COI) via email.

Step 1: Complete the Certificate of Insurance (COI) Request Form

Ensure all required information is included in the form:

- **Certificate Holder Information:** Provide the name and address of the certificate holder.
 - **Coverage Details:** Specify the type of coverage required.
 - **Special Requirements:** Include any special wording or endorsements needed.
 - **Purpose of the Certificate:** Clearly state the reason for the request (e.g., contract requirement, proof of insurance, etc.).
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Step 2: Submit the Completed Form

- Email the completed COI Request Form to your Gallagher Account Client Manager.
 - For urgent requests, clearly indicate the urgency in your email subject line or body to ensure prioritization.
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Step 3: Processing and Turnaround Time

- **Standard Turnaround:** Once your request is received, the Certificate Team will process it within 24 hours.
 - **Urgent Requests:** Expedited processing is available for urgent requests.
 - **Additional Coverage or Endorsements:** If additional coverage or endorsements are required, there may be a slight delay. However, the team can issue a preliminary certificate noting that endorsements are forthcoming and will reissue the certificate once finalized.
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This tutorial provides a step-by-step guide to ensure your COI request is processed efficiently. If you have any questions or need further assistance, please contact your Gallagher Account Client Manager.

Note: Instructions for GallagherGo have been removed as requested.