



ONEIDA COUNTY

DEPARTMENT OF FINANCE

ANTHONY J. PICENTE, JR.
COUNTY EXECUTIVE

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501
(315) 798-5750 ♦ Fax: (315) 735-8371 ♦ www.ocgov.net

Date: _____

Request for Certificate of Insurance

To: Betsy Damas, Finance Department

From: _____

County Department requesting certificate: _____

Phone # _____ Fax # _____

Outside agency/company requesting certificate of insurance:

Name: _____

Address: _____

City/State/Zip: _____

Attention: _____

Certificate pertains to: _____

Date(s) coverage needed: _____

Does certificate holder need to be added as additional insured? _____

Any other special required wording? _____

****Please send copy of pertinent contract information (hold harmless, insurance requirements and bonding sections) along with your completed certificate request.**