

Canadian Federations Music Teachers Associations

Certificate of Insurance Request Instructions

Should you require a Certificate of Insurance regarding a specific location or event, please send your request directly to winnipegcertificates@marsh.com with a cc to the association Associate Client Executive, Danielle Blach (Danielle.Blach@marsh.com) along with the following information:

- Name of the Member Requesting the Certificate (please specify if this is related to a branch event)
- Provide the date and location of the event
- Mailing address of the party requesting evidence of your coverage (certificate holder)
- Does the Certificate Holder require additional insured status

Please note that any requests for events that occur after the renewal date will not be processed until the policy has been bound by both the association and Insurer. We ask that any and all requests for events occurring after this date be held until the renewal has been confirmed.

Important Notes regarding Requesting a certificate:

- Please sent all requests for events **no less than one week** prior to your event.
- Certificate Requests received outside regular business hours of Monday to Friday 8:30 am cst to 4:30 pm cst **will not** be reviewed and processed by the Certificate Team until the next business day.
- Certificates must be requested by the member responsible for event or to whom coverage applies. Third Party Requests will not be processed.
- Please allow 24 to 48 hours to process requests.