



**Aggregate Industries
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Certificate of Insurance Request Information

MARSH



Please submit ALL certificate requests using the attached form. DO NOT send insurance requirements or contract language to the Marsh Certificate Unit.

All insurance contracts and requirements must be reviewed by the Aggregate Industries Management Legal department before submitting your request to Marsh.

The Marsh Certificate Processing unit is located in the Marsh Austin, TX office. You may submit requests to that unit by using the following email address:

To: Boston.certrequest@marsh.com

Once a request has been submitted, you will receive an email confirmation that contains a Case ID # and tracking link. You can use this link and Case ID # to track the status of your request.

Turn around time for a certificate is 24 hours. If a certificate is needed the same day, please indicate RUSH in the subject line. The Marsh Austin, TX certificate center is open from 7 a.m. to 8 p.m. Central Standard Time. Should you need immediate assistance regarding a submitted request please call the Help Desk at 866-966-4664.

Q: What is a Certificate of Insurance?

A: A Certificate of Insurance is a standardized document which provides evidence of insurance for coverage such as: Workers Compensation, General Liability, Automobile, Property and Umbrella Liability.

Q: Why is a Certificate of Insurance needed?

A: A certificate is used to certify that the policies of insurance listed have been issued to the insured named, for the policy periods indicated. This is used in lieu of providing copies of an entire policy to another party. A certificate can also be used to evidence the existence of specific coverage terms, such as Blanket Additional Insured wording or inclusion of a Waiver of Subrogation

Q: When is a Certificate generally requested?

A: After a contract or lease is finalized and before work begins. A new certificate needs to be issued for each policy period.

Q: Can a Certificate be used to add/change coverage under a policy to reflect what is required under a contract?

A: No. A certificate is used for informational purposes only and does not change the terms of coverage provided under a policy.