CERTIFICATES OF INSURANCE

Instructions to The New York City Board of Education

All certificates of insurance (except certificates of insurance solely evidencing Workers’ Compensation Insurance, Employer’s Liability Insurance, and/or Disability Benefits Insurance) must be accompanied by one of the following:

(1) The Certification by Insurance Broker or Agent on the following page setting forth the required information and signatures.

- OR -

(2) A copy of the complete insurance policy(ies) as certified by an authorized representative of the issuing insurance carrier. If any policy is not available at the time of submission, certified binders may be submitted until such time as the policy is available, at which time the Contractor shall submit a certified copy of the policy.
NEW YORK CITY BOARD OF EDUCATION
CERTIFICATION BY INSURANCE BROKER OR AGENT

The undersigned insurance broker or agent represents to the New York City Board of Education and the City of New York that the attached Certificate of Insurance is accurate in all material respects.

____________________________________
[Name of broker or agent (typewritten)]

____________________________________
[Address of broker or agent (typewritten)]

____________________________________
[Email address of broker or agent (typewritten)]

____________________________________
[Phone number/Fax number of broker or agent (typewritten)]

Signature of authorized official, broker, or agent

____________________________________
[Name and title of authorized official, broker, or agent (typewritten)]

State of ……………………….)
County of ……………………..)

Sworn to before me this _____ day of ___________ 20___

NOTARY PUBLIC FOR THE STATE OF ____________________