



## Certificate of Insurance Request Form

Aegis Insurance Services has created a Certificate of Insurance Department. This department is solely dedicated to the issuance of Certificates. The procedures are as follow:

Complete the attached Certificate Request Form. This form will simplify and expedite the issuance of all certificates for your company. It is important that all requested information be completed. This form will become our source document and will be required in order to issue a Certificate of Insurance.

ALL Certificate Request Forms should be emailed to [certificates@aegis-online.com](mailto:certificates@aegis-online.com).

**Certificates will be processed within 24 hours of the time they are received by our office.**

**RUSH Certificates** are defined as certificates that are required for a move happening that same day. Rush Certificates will be processed within a 3 hour window from the time they are received by our office. **You must type the word "RUSH" in the Subject Line of your email in order to flag your request for this expedited processing. If you only request rush handling within the body of your email, it will not be flagged for expedited processing.** Obviously, rush certificates should be an exception rather than a rule. Aegis is ready to accommodate in emergency situations and provide rush certificates; however, we need your assistance in keeping these to a minimum.

This process will streamline and eliminate unnecessary “back and forth communications” and endless chains of emails. The process will assure that each requested certificate gets sent expeditiously to your customer or the facility requesting the “evidence of insurance.”

## Automobile Addition/Deletion Form

Please find attached the Vehicle Addition/Deletion Form to be used when adding or deleting a vehicle from your fleet. Please note it is important to complete the entire form when adding a vehicle. Aegis will only need the vehicle description and serial number when a deletion occurs.

ALL Auto Change Request Forms should be emailed to [autochanges@aegis-online.com](mailto:autochanges@aegis-online.com).

## MVR Request Form

Please email this form to our office in order to have an MVR run on a prospective driver. You will need to get approval from the insurance company that this is an acceptable driver prior to allowing anyone to drive. If the prospective driver is licensed in the following states, a signed authorization is required to run an MVR: Arkansas, New Hampshire, Pennsylvania, Virginia, and Washington.

ALL MVR Request Forms should be emailed to [mvr@aegis-online.com](mailto:mvr@aegis-online.com).

These forms can also be found on our website [www.aegis-online.com](http://www.aegis-online.com)