



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

PROCEDURE FOR REQUESTING

CERTIFICATES OF COVERAGE ON FORM C

NEW REQUESTS

Complete the request for certificate of coverage form.

Attach back-up documentation.

Mail or FAX the request form and back-up documentation to CJPRMA.

After reviewing the request, if no additional information is required, CJPRMA will issue an original certificate. Unless requested otherwise, the original will be mailed to the certificate holder/additional covered party. A copy will be faxed to the member with a hard copy to follow in the mail. *JPs are responsible for providing copies to their own members.*

ANNUAL RENEWALS

CJPRMA will mail a copy of the prior year's list of certificates, including new additions, to each member, at least 60 days prior to the beginning of the new fiscal year (May 1).

Each member shall review the list and make any additions, deletions or changes that are required.

The corrected list shall be returned to CJPRMA at least 30 days prior to the beginning of the new fiscal year (June 1).

Members shall provide back up documentation which verifies each addition or change.

CJPRMA will review each list, issue certificates and return copies to the members prior to the beginning of the new fiscal year.

Revised: 03/10/2010