

PLEASE FORWARD TO YOUR INSURANCE CARRIER

CERTIFICATE OF INSURANCE & BOND FORM CHECKLIST

Before you forward the certificate of liability form to this office, please be sure that the following required information has been included.

FORMS THAT ARE INCOMPLETE WILL NOT BE PROCESSED AND THE CONTRACTOR WILL NOT BE REGISTERED WITH OUR OFFICE

- The Carroll County Commissioners **and** Carroll County Environmental Services must be listed as additional insured.
- This certificate (Accord 25 or equivalent) is a comprehensive form which includes Evidence of **underground hazard protection** and **must be stated on this certificate**.
- This “evidence of insurance” must contain a clause pledging that Carroll County Environmental Services will be informed of cancellation of the insurance at least fifteen (15) days prior to cancellation.
- Contractor Indemnification Bond (amount \$20,000) on a form furnished by Carroll County Environmental Services, **notarized as required**.
- Certificate of Insurance, \$1,000,000 bodily injury, \$500,000 property damage liability.
- Insurance company shall include a phone and email on the certificate.
- All documents **must include original signatures!**

Should you have any questions, please contact Carroll County Environmental Services at 330-863-1515.

If you were able to check all the items, you may forward your forms to our office for further processing. **FORMS THAT ARE INCOMPLETE WILL NOT BE PROCESSED AND THE CONTRACTOR WILL NOT BE REGISTERED WITH OUR OFFICE.**