

Requests for Certificates of Insurance

All requests for certificates of insurance are coordinated through LMC Insurance & Risk Management. If an outside entity is requiring you to provide a certificate or proof of insurance, please send an e-mail request to Dana Firkins (dana.firkins@lmcins.com). To facilitate processing the certificate request, the following details must be included in your e-mail:

- Contracts or agreements requiring proof of insurance should be submitted with your request. **Documentation is required if Additional Insured status is requested.** (Attach PDF to e-mail.)
- Name of event/activity (include brief description)
- Beginning and end dates of event/activity
- Location of event/activity
- Name and address of the outside entity requiring the proof of insurance
- Distribution instructions (would you prefer the certificate be mailed, emailed, faxed, etc.)

LMC Insurance & Risk Management
4200 University Ave, Suite 200
West Des Moines, IA 50266
Phone: (800) 677-1529
FAX: (515) 244-9535

Brian Hughes, Account Executive; brian.hughes@lmcins.com

Direct phone: (515) 778-1010

For questions regarding risk management, liability, general insurance questions

Dana Firkins, Account Manager; danafirkins@lmcins.com

Direct phone: (515) 237-0167

For general insurance needs, certificate of insurance requests

Kay Dilks, Claims Specialist; kay.dilks@lmcins.com

Direct Phone: (515) 237-0139

For claims processing