



23 Vreeland Rd., Suite 180
Florham Park, NJ 07932

1. Email: NJCertificates@acrisure.com

Direct: 973-863-7520

Fax: 973-863-2669

Request Form for Certificate of Insurance

To obtain a Certificate of Insurance, please complete this form and e-mail or fax to above email address or fax number.

Requests received before 1pm will be processed same day. If received after 1pm, they will be processed by 1pm the next day.

Please "whitelist" the email address that CSR24 communication comes from. Instructions on second page. The email is: mail-server@csr24.email. Your certificate will come through this email.

Association Name: _____

Unit Owner: (exactly as it appears on the mortgage loan) _____

Loan # _____ **(if applicable)**

Complete Unit Address: (include unit number, street name, city, state, zip)

Mortgage/Certificate Holder/Loan # and their address exactly as it needs to appear on certificate:

Forwarding Instructions:

Company Name: _____ **Attention:** _____

Company Address: _____

Phone Number/Fax Number/E-Mail Address:

Would you like us to e-mail a copy to the Unit Owner? (Please circle) **YES** **NO**

If so, please provide email address: _____

Here are the instructions on how to whitelist if needed in Outlook:

How to Whitelist an Email in Outlook

1. Click the gear icon in Outlook and select "View all Outlook settings."
2. Select "Mail" from the settings menu.
3. Choose "Junk email" from the submenu.
4. Click "Add" under "Safe senders and domains."
5. Enter the email address that you want whitelisted.
6. Choose "Save."