



**CATHOLIC
MUTUAL GROUP**
Commitment. Expertise. Stability.

MEMORANDUM

Date: September 2025
To: All Diocesan Offices, Schools & Parishes
From: Chris Págan, Claims/Risk Manager
RE: **Certificate of Coverage Requests**

THIS IS EXTREMELY IMPORTANT

All requests for Certificates of Coverage should be submitted for processing to this office **two weeks** in advance. Although it is our great pleasure to assist with your certificate requests, occasionally, unforeseen circumstances do occur. If the certificate request comes in too late, we can't guarantee that it will be completed in time.

We respectfully request that all Diocesan offices and departments, schools, DRE's of parishes, and whoever is assigned the task of obtaining the certificate for any Parish, School, or Diocesan event, please abide to this **one week** lead time for certificate requests. Additionally, it is imperative that a **Facility Use Agreement** or **Contract** is provided to this office. **The documentation must clearly state the following information:**

- **Entity (Diocesan Office/School/Parish) Name / Address**
- **Date(s) of Event**
- **Location of Venue**
- **General Liability Insurance Requirements**
- **Holder of Certificate (Name and Address)**

Unfortunately, omission of any of the information listed above may delay processing of the certificate request. For your convenience, the documentation may be forwarded to this office via facsimile (909) 883-9311 or email to sbserviceoffice@catholicmutual.org.

Thank you for your cooperation,

Chris Págan
Claims Risk Manager