

SAMPLE ENDORSEMENT

Policy Number *	Acct. Number		
Co. Name *			
Policy Effective FROM TO * *		Company *	
Named Insured *		Authorized Representative *Local Insurance Co./Agent	
Coverage parts Affected			
<p style="text-align: center;">*Changes:</p> <p>Added designated additional insureds State of North Dakota; its agencies, officers and employees.</p> <p>NOTE: An endorsement is a verification from the “Main Insurance Company,” which stated the Policy Number and is signed and dated by the Main Insurance Company.</p> <p>The certificate of insurance comes from your local agent; the letter of endorsement comes from the main insurance company.</p>			
Signature: *		Date: *	

The endorsement is to verify from the “Main Insurance Company” that they are aware their agent has issued a certificate of Insurance. Must have Policy Number, Dates and a Signature.

ENDORSEMENT	
Insured: John Doe	Policy Number: _____
Agents Insurance Agency: _____	Dates: FROM: _____ TO: _____
CHANGES	
Signature: _____	DATE: _____

The “additional insured” endorsement should specify:

1. Full legal name of the additional insured: ie., the State of North Dakota, its agencies, officers and employees;
2. The specific location or operations for which the coverage applies;
3. The time frame of when the coverage begins and ends
4. That a 30 day (or whatever number of days is agreed to) notice of cancellation will be provided to the additional insured
5. That the insurance company waives any right of recovery it may have against the State. This is necessary since an additional insured is a third party to the policy contract; it provides no consideration to the insurer and therefore, may be subject to subrogation;
6. That the coverage required under this agreement shall be primary for the State and shall not be affected by any other insurance or coverage obtained by the State on its own behalf;
7. That cross liability/severability of interest coverage is provided; and
8. The legal defense provided to the State under the policy must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary.