

CivicSpark Partners – Additional Information for Agreement Processing

Section 1: Certificate of Insurance	
Do you require a Certificate of Insurance (COI):	
Email address to send the COI:	
Name of Certificate Holder:	
Address of Certificate Holder:	
Insurance Limits and Types of Coverage:	
Additional Insurance Documents Needed Please specify if any other insurance documentation is required, including Additional Insured Endorsements, Waivers of Subrogation, etc. If additional insurance documentation is needed, please provide a brief description of the contract.	
Please attach a sample COI if available	
Section 2: Business License Registration	
Is PHI required to have a business license?	
Please provide a link to the site for registration. If registration is not done via webform, please attach a copy of the fillable form.	
Section 3: Vendor Registration	
Is PHI required to register as a vendor?	
Please provide a link to the site for registration. If registration is not done via webform, please attach a copy of the fillable form.	
Section 4: Additional Documents	
Please list any other documents that your entity requires to be signed prior to contract execution.	
If these documents are available for online completion, please supply the links to the additional required documents:	
Section 5: Signature Requirements	
Requirements for signature order:	
Requirements for signature routing:	
Email address(es) for the partner signatories: Please separate each email with a semi-colon (;)	
Additional notes regarding signature requirements:	