



**THE WORKERS' COMPENSATION  
RATING AND INSPECTION BUREAU**

*Administrator  
Massachusetts Assigned Risk Pool*

September 8, 2003

**MASSACHUSETTS WORKERS' COMPENSATION  
ASSIGNED RISK POOL**

**SPECIAL BULLETIN NO. 09-03**

**NEW PROCEDURES FOR OBTAINING  
CERTIFICATES OF INSURANCE**

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The Bureau, as Administrator of the Assigned Risk Pool, is implementing new procedures for obtaining Certificates of Insurance on Assigned Risk Pool policies, **effective October 1, 2003**.

To develop new procedures which address the Massachusetts Association of Insurance Agents' ("MAIA") concerns about the timely receipt of Certificates of Insurance, the Bureau's Governing Committee appointed a Task Force to work with Bureau staff and a Task Force from the MAIA. The new procedures, which are being implemented on a six month trial basis, should improve the process for requesting and issuing Certificates of Insurance for producers, insured employers, and carriers.

Under the new procedures, all requests for Certificates for Insurance must be submitted to the servicing carrier or voluntary direct assignment carrier ("Pool carriers") on the [MASSACHUSETTS ASSIGNED RISK POOL REQUEST FOR CERTIFICATE OF INSURANCE](#) form or on a document that is formatted to contain information identical to that on the form and enables the carrier to quickly ascertain that all of the necessary information is provided. The Pool carrier will issue the Certificate of Insurance by facsimile within two (2) business days of its receipt of a fully and accurately completed form.

The form may be mailed or faxed to the Pool carrier. Each Pool carrier has designated staff to issue Certificates of Insurance. The representatives' names, addresses, telephone numbers, facsimile numbers and the Pool carriers' hours of operation can be accessed at the [Certificates of Insurance](#) section located in the Producer Community section of the Bureau's web site ([www.wcribma.org](http://www.wcribma.org)). This section of the Bureau's web site also contains the [MASSACHUSETTS ASSIGNED RISK POOL REQUEST FOR CERTIFICATE OF INSURANCE](#) form and instructions for obtaining Certificates of Insurance on an expedited basis in the event of an emergency.

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