The Office of the State Fire Marshal Requirements to Complete an Acord Insurance Certificate

All firms licensed with the Office of the State Fire Marshal are required, by statute, to maintain at least $500,000 in general liability insurance and to provide this office with a current certificate from your agent by fax (225-925-3699) or mail (8181 Independence Blvd., Baton Rouge, LA 70806). This information sheet is intended to assist you in meeting these requirements when submitting an Acord form. It is your responsibility to see that your insurance coverage meets requirements and that this office is provided with evidence of that coverage. License renewals or new applications will not be approved until all insurance requirements are met.

1. **PRODUCER**
   - Insurance Agent/Broker who issues the certificate.

2. **NAME OF INSURED**
   - The full company name along with any DBA and the current physical address of the company.

3. **TYPES OF INSURANCE**
   - Must check the box for commercial general liability.

4. **POLICY FORM**
   - The per occurrence box must be checked.

5. **DESCRIPTION OF OPERATIONS**
   - Must indicate “Life Safety and Property Protection”

6. **CERTIFICATE HOLDER**
   - Must be listed as:
     - "Office of the State Fire Marshal Licensing Section 8181 Independence Blvd., Baton Rouge, LA 70806.

7. **COMPANY AFFORDING COVERAGE**
   - Provide the exact name of the company.

8. **POLICY EFFECTIVE DATE**
   - Must be prior to or coincidental with the expiration date of the last insurance certificate filed with this office.

9. **POLICY EXPIRATION DATE**
   - Must have a current date.

10. **LIMITS OF INSURANCE**
    - Must be at least $500,000 per occurrence.

11. **NOTICE OF CANCELLATION**
    - Certificate holder:
      - Office of the State Fire Marshal Licensing Section 8181 Independence Blvd., Baton Rouge, LA 70806.

12. **AUTHORIZED REPRESENTATIVE**
    - If the company affording coverage is an admitted company, the certificate must be signed by a licensed agent in Louisiana.

13. **WORKERS COMPENSATION**
    - Is required if there are any employees other than the owners.