



## Endorsements

Endorsement requests must be submitted via our Electronic system and must be dated and signed by the applicant and the broker.

### **Newly Acquired Vehicles (Additional or Replacement)**

Request for vehicle additions or substitutions require the following documentation and information within 72 hours of purchase:

- Annual Mileage (See ANNUAL MILES DRIVEN section of this manual).
- Name(s) of Registered Owner(s).
- Usage of vehicle.
- Name and address of any Loss Payee or Leasing Company if applicable.
- Photos (4) are required at the time the application is submitted.
- De-Valuation Form for all salvaged vehicles rated on the policy.

### **Additional Drivers**

Any driver to be added to a policy must meet the same qualifications as drivers on a new business application and must not be currently excluded. The following documentation is to be submitted with the request to add the driver:

- Proof of non-fault for any accident noted on the application as not chargeable Please see Accidents section of this manual for a list of acceptable proof of non-fault.
- Proof of accidents in the course and scope of employment where the driver was responding to a

call of duty as a paid or volunteer member of any police or fire department, first aid squad or of any law enforcement agency, while performing any other governmental function in a public emergency. *Note: Fault accidents occurring during employment in circumstances other than as stated above are chargeable.*

- Copy of Mature Driver Completion Certificate to support Mature Driver Discount.

### **Deletion of Drivers**

Requests to delete drivers require driver exclusion form for the driver being deleted.

### **Address Changes**

Changes of address require the following information:

- Indicate whether the change is for the mailing address, garaging address or both.
- If the mailing address is a P.O. Box, include the actual garaging address.

- Provide annual mileage based on the new address.
- Provide names, birth dates and driver's license numbers for any new household or garaging address residents, regardless of age.

## **Name Changes**

Name changes for the Named Insured or any driver require the following:

- Reason for change in name (i.e., recently married, legally changed, etc.).
- If name has been changed due to marriage; provide the name, birth date and driver's license number of the spouse and any other new members of the household.

## **Mileage Changes**

Requests for change in annual mileage must be substantiated by at least one of the following:

- Change in commute distance due to change in garaging location or employment/school location.
  - Driver's participation in a "ride share" program or public transportation for commute.
  - Odometer reading documentation (i.e., smog certificates) that clearly states what the odometer readings were on specific dates so that actual elapsed mileage can be calculated. The dates must be a minimum of three (3) months apart, with the most recent date within thirty (30) days of the change request.
- Change in household residents or vehicles that would have a substantial impact on the usage of the vehicle. See annual mileage rules described in ANNUAL MILES DRIVEN section of this manual.

## **Limits and Coverage Changes**

Eligibility requirements and additional forms are as follows:

- Deletion of Uninsured Motorist coverages requires a revised California Uninsured Motor Vehicle Coverage Rejection/Selection form, signed and dated by both the Named Insured and the broker.