

METRO-NORTH ENTRY PERMIT/LICENSE AGREEMENT INSURANCE REQUEST CHECKLIST

Before submitting your insurance package, Forward Section C – Insurance Requirements to your insurance representative. Failure to provide complete and accurate insurance documentation is the most common cause of permit/license agreement approval delays.

The following documents must be submitted for review:

- Certificate of Liability Insurance (COI)
 - Certificate of Workers' Compensation Insurance
 - CG 20 26 04 13 – Additional Insured Endorsement (or equivalent)
 - CG 24 17 10 01 – Contractual Liability – Railroads
 - CGL Primary & Non-Contributory Endorsement
 - Railroad Protective Liability (RRPL) Policy
 - ACORD 855 NY Construction Certificate Addendum (if applicable)
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Verify the following before submission for the COI:

- ✓ All fields on the COI are completed.
- ✓ The Metro-North Permit ID is shown in the Description of Operations section.
- ✓ All required Named Insureds are listed according to RR Lines.
- ✓ Certificate Holder is shown exactly as follows:

Metro-North Railroad / MTA
c/o MTA Risk and Insurance Management
2 Broadway, 21st Floor
New York, NY 10004

Railroad protective liability (RRPL)

- ✓ RRPL shown on the Certificate of Insurance is **NOT acceptable**.
 - ✓ A Binder may be submitted temporarily and is valid for up to 30 days pending issuance of the full policy.
 - ✓ Must include – Permit/Lic Agreement ID; Contractor contact information; Project description & location; and All required Named Insureds.
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Common reasons insurance packages are rejected

- ✓ Incorrect Named Insureds submitted.
- ✓ Required Named Insureds are missing from the COI, CG 20 26, and RRPL.
- ✓ Permit ID not shown on documents.
- ✓ RRPL submitted on a Certificate of Insurance instead of a binder or the full policy.
- ✓ Expired insurance certificates.
- ✓ Incomplete project description or location.

If the insurance packages do not meet the requirements outlined in **Section C – Insurance Requirements**, they will be returned for correction, which may delay the issuance of the permit. Please submit all insurance documentation to EntryPermit@mnr.org.