



**HAINES BOROUGH, ALASKA**  
**P.O. BOX 1209, HAINES, ALASKA 99827**  
Administration 907.766.2231 ♦ (fax) 907.766.2716  
Tourism 907.766.2234 ♦ (fax) 907.766.3155  
Police Dept. 907.766.2121 ♦ (fax) 907.766.2190  
Fire Dept. 907.766.2115 ♦ (fax) 907.766.3373

2012

**TO INSURANCE CARRIER:**

The following are Haines Borough insurance requirements for tours and commercial passenger vehicles operating in Haines. Please see that all information is provided to my office, first via FAX at **(907)766-2716**, to be followed-up via mail.

1. Broker's Certificates of Insurance (Such as ACCORD Cert.) showing effective dates and termination dates of the following:  
\$500,000 Commercial General Liability Coverage  
\$500,000 Automobile Liability Coverage for each vehicle  
(each vehicle listed by VIN)
2. Haines Borough listed as *additional insured* on the certificates.
3. The policy shall not contain any self-insured retention or deductible in excess of one thousand dollars.
4. The policy shall include a provision requiring written notification to be given to the Haines Borough by the insurance company not less than thirty days before the policy is canceled, modified or terminated for any reason.
5. Proof of worker's compensation insurance, where applicable by law.

Thank you for helping your policy holder comply the Borough's requirements in a timely manner.

Sincerely,

Julie Cozzi, MMC  
Borough Clerk