

CERTIFICATE OF INSURANCE AND BOND FORMS INSTRUCTION SHEET

APPLICANT MUST PROVIDE THIS FORM AND BUREAU LETTER OF LICENSE EXAM(S) PASSED TO INSURANCE AND/OR BOND ISSUERS TO EXPEDITE PROCESS

The certificate of insurance must have the signature of the insurance agent; legible name of insurance agent; address of insurance agent; insurance agent license number; policy number and insured’s signature.

The surety bond must have the insurance agent’s printed or typed name and signature; the agency’s name and address; the principal’s printed or typed name and signature; the principal’s address; policy number and the surety’s signature. A Power-of-Attorney must be attached to the surety bond.

Proof from insurance and bond issuers that licensee has continued insurance and bond (i.e. paid premiums) should not be sent to the Bureau office, unless requested by the Bureau. The Bureau must be notified by the insurance and bond issuers, only if the insurance and/or bond have been issued by a different company, or if the insurance and/or bond have been cancelled.

For insect, rodent and plant disease control categories - The surety bond and the certificate of insurance must have the same expiration date. There are no exceptions. The surety bond must provide at least \$5,000 coverage and the certificate of insurance must provide at least \$100,000 per occurrence with a minimum annual aggregate of \$200,000 for all occurrences. Coverage shall include coverage for pollution and contamination, property damage, personal injury and errors and omissions. **For wood destroying insect control category** – In addition to the above, the insurance must provide coverage for errors and omissions associated with issuance of the Mississippi Official Wood Destroying Insect Report and damages caused by structural pests while under contract. The company name must be **EXACTLY** the same on the surety bond and certificate of insurance, as approved for the licensee by the Bureau of Plant Industry.

For weed control categories - The surety bond must provide at least \$2,500 coverage. Insurance is not required. If applicant has both pest control and weed control categories, applicant is only required to have one bond with at least \$5,000 coverage.

For tree surgery category - The insurance shall be conditioned as to insure against negligent or careless acts and shall not be less than \$100,000. Surety bond is not required.

For landscape horticulturist category - The surety bond must provide at least \$1,000 coverage. Insurance is not required. A non-bonded license is available for landscape horticulturist, provided licensee provides statement that no work will be performed for a fee in this category.

On the bond where it states “was granted a license to engage in” **please list the abbreviation(s) for the category(s) the licensee passed.** Licensee must provide this information to bond issuer. The bond must include all the categories for which coverage is provided. The following table is a list of licensing categories and requirements:

LICENSE CATEGORIES	CATEGORY DESCRIPTION	BOND REQUIREMENT	INSURANCE REQUIREMENT
WDI	Wood destroying insect control	YES	YES
UPL	Control of pests of utility poles	YES	YES
GRC	General pest and rodent control	YES	YES
MBF	Mosquito and biting fly control	YES	YES
HCP	Horticultural pest control	YES	YES
ORP	Orchard pest control	YES	YES
DAP	Domestic animal pest control	YES	YES
FUM	Fumigation pest control	YES	YES
AGP	Agricultural pest control	YES	YES
AGW	Agricultural weed control	YES	NO
AQW	Aquatic weed control	YES	NO
ROW	Right-of-way weed control	YES	NO
HCW	Horticultural weed control	YES	NO
LSH	Landscape horticulturist	YES	NO
TS	Tree surgery	NO	YES

If you have any questions, or if we can be of assistance, please feel free to contact us at (662) 325-3390. Revised Feb. 2012