

**Insurance Certificate Checklist - Required wording**  
**Driving School Vehicle / Driving School Instructor**

Each insurance certificate must include:

- Business License type: driving school
- Trade Name / Name of Business:
- Insurance Company:
- Name of Insured:
- Address of Insured:
- Address of Insured Property: (if applicable)
- Class of Insurance for the vehicle - Automobile Liability - OPCF6D
- Policy Number:
- Effective Date:
- Expiry Date:
- Coverage Limit: \$2 million
- Broker Name : Contact name and number
- Clause : to certify that the Policy of Insurance as described above has been issued by the undersigned to the insured named above and is in force at this time.

**City of Ottawa**  
**Bylaw & Regulatory Services Branch**  
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