

School Bus Registration

Proof of insurance is now required on school bus registrations. When registering your school bus, you must provide the Secretary of State's office with proof of insurance in the form of a Certificate of Liability Insurance. The Certificate of Liability Insurance must indicate the following minimal coverage:

- A. Combined Single Limit
- B. \$2,000,000

The Certificate of Insurance must either expire Dec. 31 of current registration year or state that the policy is continuous. The certificate also must include the following:

- Each vehicle covered by the policy.
- Name and address of the insured (must match the name and address on the vehicle registration).
- "Secretary of State" listed as certificate holder.
- Policy number.

A Certificate of Liability Insurance or a School Bus Insurance Affirmation, located on the back of the renewal, must be submitted for each vehicle.

Plates/registration renewal facility locations:

Non-Standard Plates Section

First Floor Howlett Bldg., Customer Service
Springfield, IL 62756217-785-8627

Chicago East Facility

100 W. Randolph
Chicago, IL 60601312-793-1010

Chicago North Facility

5401 N. Elston Ave.
Chicago, IL 60630312-793-1010

Chicago South Facility

9901 S. Martin Luther King Jr. Dr.
Chicago, IL 60628312-793-1010

Chicago West Facility

5301 W. Lexington Ave.
Chicago, IL 60644312-793-1010

Joliet Facility

201 S. Joyce Rd.
Joliet, IL 60435312-793-1010

Lake Zurich Facility

951 S. Rand Road
Lake Zurich, IL 60047312-793-1010

Plates/registration renewal facility locations continued

Lombard Facility

837 S. Westmore

Lombard, IL 60148312-793-1010

Naperville Facility

Hobson Plaza, 931 W. 75th, Ste. 161

Naperville, IL 60565630-548-9373

Waukegan Facility

617 S. Green Bay Rd.

Waukegan, IL 60085312-793-1010

Woodstock Facility

Eastwood Mall, 428 S. Eastwood Dr.

Woodstock, IL 60098312-793-1010

Below is a sample Certificate of Liability Insurance with specific instructions that must be followed. To prevent delay in processing your renewal, when obtaining a new Certificate of Liability Insurance from your agent, please take this sample notice with you to ensure compliance.

Certificate of Insurance

1. Certificate must indicate minimum coverage combined single limit.
2. Policy expiration date must be Dec. 31 of current registration year or continuous.
3. Certificate must indicate that the Secretary of State's office will be notified in writing 30 days before the policy is canceled.
4. If the form includes the statement – "Should any of the above described policies be canceled before the expiration date thereof, notice will be delivered in accordance with the policy provision" – a separate notation is required stating that the Secretary of State's office will be notified in writing 30 days prior to cancellation.
5. Certificate date must be dated within 90 days of transaction.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		FORM NO. 11-1-2010	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND COVERS NO RIGHTS UNDER THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT REPRESENT OR WARRANT ANY RIGHTS, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVES OR ENDORSERS, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy/ies must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
INSURANCE AGENCY A1 Insurance Agency 123 Main Street Anytown, USA 12345		AGENT JUVI SMITH PHONE No. (312) 793-0000 FAX No. (312) 793-0001 ADDRESS		INSURANCE COMPANY ABC Insurance Company 4567 Main Street Springfield, IL 62701	
INSURED Best Furnish Home Service 8874 Factory Road Metropolis, IL 62960		CERTIFICATE NUMBER 123456		REVISION NUMBER 1	
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED HEREBY ABOVE FOR THE POLICY PERIOD INDICATED, WHEREAPTOVER AND WHEREUNDER, THEREON, CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PART THEREOF, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SAID POLICIES, LIMITS THEREON, AND HAVE BEEN REVISED BY THIS CHANGE.</p>					
COVERAGE COMMERCIAL LIABILITY AUTOMOBILE LIABILITY UMBRELLA LIABILITY MEDICAL EXPENSE ADVERTISING PRODUCT LIABILITY CONTRACT LIABILITY COMMERCIAL AUTO TRUCKS TRAILERS RENTALS STORAGE INLAND MARINE EXCESS LIABILITY OTHER OTHER		INSURANCE COMPANY ABC Insurance Company 4567 Main Street Springfield, IL 62701		COVERAGE COMMERCIAL LIABILITY AUTOMOBILE LIABILITY UMBRELLA LIABILITY MEDICAL EXPENSE ADVERTISING PRODUCT LIABILITY CONTRACT LIABILITY COMMERCIAL AUTO TRUCKS TRAILERS RENTALS STORAGE INLAND MARINE EXCESS LIABILITY OTHER OTHER	
INSURANCE COMPANY ABC Insurance Company 4567 Main Street Springfield, IL 62701		INSURANCE COMPANY ABC Insurance Company 4567 Main Street Springfield, IL 62701		INSURANCE COMPANY ABC Insurance Company 4567 Main Street Springfield, IL 62701	
REPRODUCTION OF THIS FORM IS PROHIBITED WITHOUT THE WRITTEN PERMISSION OF ACORD. 11-1-2010.					
2013 Lincoln 1FABP21C4824081 10 day notice of cancellation will be provided to the Secretary of State This policy meets or exceeds the minimum requirements of 68 of the Illinois Vehicle Code					
CERTIFICATE HOLDER Secretary of State 501 S 2nd Street Room 501 Springfield, IL 62701		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. APPROVED REPRESENTATIVE			
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