In the **Type of Insurance** box, must have checked **GENERAL COMMERCIAL LIABILITY** and **OCCUR**, not "Claims Made".

- In the **Policy EFF and EXP boxes** make sure the policy is currently in effect.

- In the **Limits box**, make sure **EACH OCCURANCE** and **GENERAL AGGREGATE** both are at least $1,000,000.

- In the **Description of Operations box**, it must clearly state that **Washington State Employment Security Department** is an "Additional Insured" on the policy. Note: any similar terms may not mean the same thing as Additional Insured.

- The **Certificate Holder box** must list **Washington State Employment Security Department**.

- The **Authorized Representative box** must have a signature (digital signature is okay).