

ASPIRE ENDORSEMENT CHECKLIST

 Policy Number [\[Policy Number\]](#)

For your reference, here is a quick checklist on Aspire General Insurance Services, LLC ("Aspire") document retention policy and required uploads. Please ensure that all forms are completed with all required information, initials, and signatures.

Document	Upload To Policy	Retain On File
○ Signed – Endorsement Summary & Driver Exclusion Forms	Optional	Required
○ Signed Endorsement Forms (Waivers, Business Exclusion, Accident Certification, Payment Authorization, etc.)	Optional	Required
○ Photos - Vehicle(s) w/ Physical Damage Coverage*	Required	Required
○ Proof of Foreign License	Optional	Required
○ Photos - Salvaged Vehicle(s) w/ Physical Damage Coverage*	Required	Required
○ Photos - Artisan/Business Usage Vehicle(s)*	Required	Required
○ Business or Artisan Usage Form & Registration	Required	Required
○ Proof of No-Fault Accident(s) for challenged accidents	Required	Required

**Clear photos showing all four sides of vehicle(s) required*

Please note that all documents retained on file are subject to request by Aspire's Underwriting or Quality Assurance department.

X Applicant's Initials [\[eSign Named Insur](#)

Scan below QR Code to submit vehicle photos via
 Aspire's Photo Upload App

