

**DD Form 2400:** Certificate of Insurance. If using Box 5 to state the limits of the insurance coverage, ensure all small boxes within Box 5 are completed, especially the total limit for all passengers. If using Box 6 instead of Box 5, please cite the full combined single limit insurance coverage for Bodily Injury, Property Damage, and Passenger Liability. **Please note: Certification boxes (9a,b,c,d) are to be completed by the authorized insurance official.**

**Advisory on Insurance Requirements for Civil Aircraft Landing Permits**

**When the DD Form 2400 states a Combined Single Limit amount and then follows it with a phrase such as "sublimited to \$100,000 per passenger", the stated amount (e.g. \$1,000,000) is the total coverage and the \$100,000 per passenger is within the \$1,000,000, not in addition to it. This would mean that the coverage would not meet the minimum requirement. As an example, for a small aircraft with 3 passenger seats, the minimum is \$500,000 bodily injury plus \$500,000 property damage plus \$300,000 for passenger seats, for a total of \$1,300,000.**

	<u>Bodily Injury</u>	<u>PLUS</u>	<u>Property Damage</u>	<u>PLUS</u>	<u>Per Passenger Seat</u>	<u>Minimum</u>
Aircraft less than 12,500 lbs MGTOW	\$500,000	<u>PLUS</u>	\$500,000	<u>PLUS</u>	\$100,000	\$1,000,000 <b>PLUS</b> \$100,000 per passenger seat
Aircraft 12,500 lbs and greater MGTOW	\$1,000,000	<u>PLUS</u>	\$1,000,000	<u>PLUS</u>	\$100,000	\$2,000,000 <b>PLUS</b> \$100,000 per passenger seat <b>(1)</b>
						<b>(1) A percentage reduction applies</b>

**DD Form 2401:** Civil Aircraft Landing Permit. Please submit original form signed in **blue** ink. Please state your purpose of use to land at Navy or Marine Corps air stations.

## **DD Form 2402: Hold Harmless Agreement.**

**Updated:** JAN 2013

### WHEN SUBMITTED BY:

**1. An Individual:** Must be signed in blue ink, and name must match DD Form 2401 (1)a "User" and DD Form 2400 (3)a "Insured".

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**2. A Corporation:** Name of corporate entity must match DD Form 2401 (1)a "User" and DD Form 2400 (3)a Insured. Two signatures are required and must be signed in blue ink

The Agreement must be executed by individuals who are Corporate Officers with authority to bind the corporation to unlimited liability for an indefinite period of time.

Because this Agreement creates unlimited liability for the corporation for an indefinite period of time and it is therefore very significant to the corporation, and because the Navy wishes to ensure that it is binding, the corporation will normally be required to have the Agreement executed by two officers that are clearly authorized to execute it. Officers who are generally considered to have "apparent" authority, that is, without further documentation are the corporation's Chief Executive Officer, the President, a Vice President, the Secretary and the Treasurer. If the individual's title is not one of these titles, sufficient documentation must be supplied with the application, such as minutes of a meeting of the Board of Directors or a letter signed by the Corporate Secretary with Corporate Seal affixed.

There are two signature boxes. The first corporate officer is executing the Agreement and the second corporate officer is countersigning and verifying that the first was authorized to commit the corporation.

We frequently receive forms executed by persons with titles such as Senior Managers, Department Heads, Chief Pilot, Director of Aviation, and other positions not in the list of five above. In these cases we will respond by email or return the form. If an email address is available, we will offer the opportunity to prove these individuals are authorized to execute the form.

If you wish to demonstrate that someone other than these five officers is empowered to execute or countersign this specific agreement, you may do so in one of the following ways.

1. Have an authorized individual sign in the first box and the Corporate Secretary sign the second box and affix the corporate seal.
2. Provide an attested copy of an action by the Board of Directors that authorizes execution of the Agreement and actually names who may sign it and have that individual sign the first box.

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**3. Limited Liability Company, General Partnership, Limited Partnership:** Must be signed in blue ink, and name must match DD Form 2401 (1)a "User" and DD Form 2400 (3)a "Insured". In addition please select the appropriate form for your company, fill it out and send it in with your application. Samples of the form and the required form are located at the bottom of this page for download.