

VILLAGE JUSTICE COURT  
Village of Great Neck Plaza, Inc.

GUSSACK PLAZA • P.O. BOX 440 • GREAT NECK, NY 11022 • (516) 482-4500

NEIL R. FINKSTON  
Village Justice

RICHARD KESTENBAUM  
Associate Village Justice

**PROOF OF INSURANCE**

**INSURANCE CARDS ARE NOT ACCEPTED**

Please be advised that you are required to provide:

1. An original letter from the **Underwriting Department** of your insurance company (not a broker or an agent). The letter must be signed "**Underwriting Department**".
2. Letter must be on the insurance company's letterhead.
3. All letters must be typed.
4. The letter must state the effective dates of the coverage period.
5. The letter must state that no lapse occurred during the effective dates of the coverage period. If lapse did occur, state the dates of lapse of coverage.
6. The letter must state that the coverage was in full force on \_\_\_\_\_.
7. The letter must give a description of the vehicle.
  - A. Year
  - B. Model
  - C. Vehicle Identification Number (VIN)

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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