

CITY OF LOS ANGELES

INSTRUCTIONS AND INFORMATION ON SUBMITTING BONDS TO THE CITY OF LOS ANGELES (Share this information with your agent or broker)

1. **Agreement/Reference** All bonds must identify the nature of your business with the City. Clearly show any assigned number of a contract, lease, permit, etc., or give the project name and the job site or street address to ensure that your submission will be properly credited.

2. **When to submit** Normally, no work may begin until the bond Certificate Approval number ("CA number") has been obtained. Bond documents should be submitted as early as practicable.

3. **Acceptable Evidence** Bond forms are available directly from the City department requiring the bond, or you may obtain bond forms (interactive) from <http://cao.lacity.org/risk/BondForms.htm>.

Instructions for executing bond documents for the City are available at: <http://cao.lacity.org/risk/BondDocExecutionInstructions.pdf>

4. **Bond Document Approval** Electronic submission is the preferred method of submitting bond documents for approval.

Completed bond documents should be sent electronically to the Office of the City Administrative Officer, Risk Management (CAO.insurance.bonds@lacity.org). **Submissions other than via email will delay the approval process, as bond documents will have to be manually processed.**

Please note: Certain original bond documents, such as Department of Building and Safety Grading Bonds, must be submitted directly to the Office of the City Administrative Officer, Risk Management Division, 200 North Main Street, Room 1240, Los Angeles, CA 90012, for approval.

Verification of all approved bonds may be obtained by checking **Track4LA™**, the City's online insurance and bond compliance system, at <http://track4la.lacity.org>.