



Genworth Life & Annuity  
 Genworth Life  
 Genworth Life of New York  
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 Lynchburg, VA 24506-4016  
 Tel: 888 GENWORTH (436.9678)  
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# Duplicate Contract or Policy Request

from Genworth Life and Annuity Insurance Company,  
 Genworth Life Insurance Company,  
 and Genworth Life Insurance Company of New York†

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- Use this form to request a duplicate contract if your original contract has been lost or destroyed
- The Genworth Financial insurance companies listed above are referred to as “us” and “we” in this request
- **Please print clearly** using blue or black ink, **and initial any corrections** or we may not be able to accept your request

## Contract or policy information

The contract or policy is referred to as the “contract” in this form.

Contract/policy number(s)  
 • \_\_\_\_\_

Owner/annuitant/insured name(s) \_\_\_\_\_ Date of birth \_\_\_\_\_  
 • \_\_\_\_\_

## Declaration and signature(s)

The Contract owner is referred to as “you” and “your” in this request.

By signing below, you

- Declare the Contract to be lost or destroyed to the best of your knowledge
- Understand that the duplicate contract will reflect your current coverage and may not be an exact replica of the original
- Agree to hold us harmless from any claims that may arise from the original Contract

If you are signing as a fiduciary or representative, **you must indicate capacity or title and provide documentation of authority** (see signing instructions below).

**SIGN HERE**

**Owner signature** \_\_\_\_\_ Date of signature \_\_\_\_\_  
 • \_\_\_\_\_

Trustee       Attorney-in-fact *POA*  
 Guardian       Title/office: \_\_\_\_\_

**SIGN HERE**

**Joint owner signature** \_\_\_\_\_ Date of signature \_\_\_\_\_  
 • \_\_\_\_\_

Trustee       Attorney-in-fact *POA*  
 Guardian       Title/office: \_\_\_\_\_

## Signing instructions

- Attorney-in-Fact**  
 The attorney-in-fact must indicate capacity as “attorney-in-fact;” provide a copy of the entire power of attorney document, if not previously submitted; and complete a Declaration of attorney-in-fact form, if the power of attorney was not signed in the past 12 months (e.g. John Doe, Attorney-in-Fact).
- 
- Corporation or Limited Liability Corporation (LLC)**  
 An officer of the company or member of the LLC must sign with title (if the signing officer or member is also the insured/annuitant, a second officer or member must also sign), and provide either a corporate or board of director’s resolution, a copy of the Articles of Incorporation or operating agreement (for LLCs), or complete the corporate acknowledgement below and sign the form in the presence of a Notary Public.
- 
- Guardian**  
 The guardian must indicate capacity and provide a copy of the current guardianship documents (e.g. John Doe, guardian).
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- Partnership**  
 All partners must sign and indicate title, or the general or managing partner must sign and indicate title. If the general or managing partner is also the annuitant, another partner must also sign, (e.g. John Doe, Senior Partner).
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- Spouse**  
 A spouse in a community property state (AZ, CA, ID, LA, NV, NM, TX, WA, WI) must sign. Failure to include a spouse’s signature may delay processing at claims time.
- 
- Trust**  
 The trustee(s) must sign and indicate the title “Trustee”, according to the terms of the Trust Agreement, and submit a completed Genworth Certification of trustee powers form (e.g. Jane Doe, Trustee).

†Only Genworth Life Insurance Company of New York is admitted in and conducts business in New York.

**Duplicate Contract Request**

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**Corporate acknowledgement** *See signing instructions for corporations above*

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Notary Public must complete this section if acknowledgement is required.

State of .....

City/County of .....

The foregoing instrument was acknowledged before me this ..... day of ..... 20.....

Place official seal here

by ..... (name of officer), ..... (title of officer)

of ..... (name of corporation), a

..... (name of state) corporation, on behalf of the corporation.

**SIGN  
HERE** 

**Notary Public signature**

X .....

My Commission expires

.....