ISONet Forms Library
ISONet Forms Library Product Overview
The ISOnet forms database contains both Policy Forms and Policywriting Support Forms.

The ISOnet forms database contains all simplified personal and commercial lines policy forms which were in effect (based on ISO filings) as of January 1, 1994, and later.

Policywriting Support Forms are advisory versions of policy-related forms which respond to specific legal requirements or facilitate the administration of various insurance programs. These forms include:

- Cancellation/Non-renewal Notices and Lost Policy Releases,
- Motor Carrier/Financial Responsibility Forms and ID Cards,
- Certificates of Insurance,
- UM/UIM/PIP Selection/Rejection Forms,
- Claim forms, First Report of Injury and Loss Notices,
- Privacy Notices,
- Applications, and
- Fraud Warnings

All forms are viewed in either PDF or Word format. Information on viewing and printing PDF documents is available in Using Adobe Acrobat Reader. Most forms are also available for saving to your PC in Word format. This option will provide full editing and printing capability.

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Forms Selection

The Forms Selection page allows you to enter search criteria to find a particular form or group of forms.

Select by Form Number

If you would like to view a particular form and know the full or partial form number, you may enter it in the input area entitled "Full or Partial form number search:". As an example, CG 00 42 03 96 is a full form number and would return one item. CA 00 is a partial form number and would provide all Commercial Auto Coverage forms that contain the string CA 00.

Select by Other Criteria

There are other selection criteria which may be used to compile a list of forms from which you can select. Note that all but the text search fields must be specified.

Line(s) of business - You may choose a line of business from a drop-down list which displays the ISO lines of business, and an additional choice for "All Lines of Business". There is no default. You may also select multiple lines of business by depressing the CTRL key and highlighting each additional line of business that you want included with your search criteria.

State - You may choose a state from a drop-down list containing all state names, and an additional choice for all states. You may also select multiple states by depressing the CNTL key and highlighting each state you want included with your search criteria.

Effective as of - This field is initially filled in with today's date. If you change this value, you may either enter "All", or a date in the format mm/dd/ccyy or mm/dd/yy, where mm represents numeric month, dd equals the day in the month, cc is the century and yy is the year. When a date is entered, forms which were in effect on that date (based on ISO filings) are returned based on the remaining criteria entered. The value "All" means that all versions of the form meeting the criteria would be retrieved, regardless of Effective Date. If you erase the field and leave it blank, "All" is assumed.

Form type - There are check boxes which offer a choice of two form types: Policy Forms and Policywriting Support Forms. You can select one or both of the form types. Under Policy Forms, there are four (4) radio buttons where you may select "All Policy Forms", "Mandatory Forms Only", "Multistate Forms Only" and "Mandatory and Multistate Forms". The selection "Mandatory Forms Only" refers to forms required for policy issuance (e.g. mandatory endorsements). "Multistate" forms refer to forms effective in more than one state. "Mandatory and Multistate Forms" refers to Multistate forms that are considered mandatory.
**Text Searches** - You may type in a word or phrase to further qualify your search for forms containing specific words or phrases in the Form Titles or in the Full Text of the Forms. Use the Titles Only checkbox to indicate whether the search is to be performed on the form titles or on the full text of the forms. See Full Text Search for instructions on how to perform Full Text Searches.

**Full Text Search Types** - Select Simple, Advanced or Natural Language as the Full Text Search type. See Full Text Search for explanations of each type of search.

You may either click Search Forms to start the search process, or Reset to clear all input and start the Forms Selection process again.

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Full Text Search

There are three (3) types of full text searches: Simple (looks for word or word variations), Advanced (uses Boolean operators), or Natural Language (searches on each word separately even within a multiple word search). Results will be ordered by rank. Rank is the degree to which a document matches the search terms entered.

Three (3) types of full text searches are available from a pull-down window:

**Simple**
Searches on the entire term rather than on each individual word (no need to enclose the term in quotes although you can do so).

Wildcard * can find variations of a word with similar root. This means you can enter a partial word with an asterisk after the word and you'll find all variations of that partial word.

Does not accept Boolean operators. (See description of Advanced search below for description of Boolean operators.)

Example: policy condition will find "policy condition" or "policy conditions"

**Advanced**
Boolean operators (AND, OR, NEAR) can be used to combine terms. AND requires all terms to appear in a record. OR retrieves records with either term. NEAR requires the terms to be within five (5) words of each other.

Example: "policy conditions" AND cancellation

**Natural Language**
You may type in a word or phrase to search documents within your defined search parameters.

This search will search on any individual word in the search terms. For example, "policy condition" will find "policy", "condition", and "conditions."

This type of search disregards "noise". Noise can be defined as common words (the, is, for, etc.). For example if you entered "Bodily Injury in the workplace" the search engine will only use the words Bodily, Injury and Workplace when performing the search.

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Spanish Language Forms Selection – Puerto Rico Only

Introduction

The form number printed on a Spanish language policy form or endorsement may not match the form number that appears on the ISOnet screens.

On the printed copy of many Spanish forms, the designation "PRS" is shown below the rest of the form number, while on others, a "PR" is displayed at the beginning of the form number.

On ISOnet, the Spanish form indicator "PR" or "PRS" is always displayed in the center of the form number, before the edition date.

For example,

- while the number printed on the policy form is PP 00 01 06 94 PRS, it is PP 00 01 PRS 06 94 on ISOnet.
- while the number printed on the policy form is PR PP 02 01 08 86, it is PP 02 01 PR 08 86 on ISOnet.

Finding Spanish language Forms in ISOnet

You may not always get a direct hit if you search for a form or endorsement based on the number printed on the form. There are three ways of searching for the form that will return the results for which you are looking:

Search by Jurisdiction and Line of Business - If you limit your search to either Homeowners or Personal Auto in Puerto Rico, you will receive a hit list that intermingles all English and Spanish forms for that line of business. You may then scroll to the form you want depending on whether you sorted by form number or alphabetically by title.

Search by Partial Form Number - Searching by the form number without the PRS or PR designator and edition date will locate the form you need. For example, if you want to locate PP 00 01 PRS 06 94, limiting the search criteria to PP 00 01 will return a hit list with both the English and Spanish versions of that form.

Search by Title - If you know the title of the form for which you are searching, entering that title will give you a direct hit on that form.
**Search Results**

The search results contain a listing of forms meeting your search criteria.

**Forms List**

For each form the following information and links are displayed:

- Form Number
- Form Title
- Link to PDF version of the form - Clicking this link opens the form in PDF format. While this form is open you have the option to save the form.
- Link to Word version of the form - Clicking this link opens a popup that asks if you wish too open or save the document.
- Info Button - Clicking this button calls up a page of additional information about the form. See Additional Information Page for an explanation of the information provided.

For Policywriting Support Forms, the first time you try to access a Policywriting Support Forms during a session, a Disclaimer of Warranty and Limitation of Liability screen will appear. If you agree, the form will open.

In addition to the list of forms, in the top section of each page of search results, you will find:
- a list containing most of the search criteria you specified;
- the total number of forms returned for your search;
- the range of forms displayed on the current page;
- the page number.

**Returning To Search Page**

To return to the Forms Search page, we recommend you use the Search Again link displayed in the top section of the Search Results page.

**Sort Order**

To review the results in a different sort order, select options form the "Sort By" list box.

For searches that do not involve text searches, the default sort order is by form number. In this case the sort order choices are by form number or form title.

For searches that do involve text searches, the default sort order is by relevance rank. In this case the sort order choices are by form number, by form title, or by relevance rank.
**Viewing the Forms List**

If many forms are returned from the search request, the forms are displayed in groups organized by page. You can specify how many forms will be displayed on each page: 10, 30 or 60 forms per page.

If multiple pages are needed to display the results, links to additional pages are displayed at the bottom of the page.

When a search is completed, the first page is displayed with links to the first ten pages (if needed) displayed on the bottom of the page. The list of ten links is followed by a link to the next page.

If you click on any of the pages other than the first page, the forms on that page are displayed and the list of pages displayed at the bottom of the new page contains links to the previous page, the next page, up to nine pages preceding the current page and up to nine pages following the current page.

To get to the last page of results as quickly as possible, you should click the link for the rightmost page shown at the bottom of each page returned.

**Return**
Forms Additional Information

On the Additional Information page for a form you will see information about the form selected on the Forms List.

The following fields appear:

- Title - title of the form
- Type - one of the following values: Coverage, Endorsement, Declaration, Policywriting, Schedule, Other
- Status - one of the following values: Active - active in at least one state; History - withdrawn in every state in which it was applicable based on ISO filings
- Line of business - one of the values applicable to forms
- State type - Multistate, Limited States or State Specific - xx (,xx ...) where xx represents the postal abbreviation of the state name
- Mandatory - Yes/No
- Central Distribution - Can bulk supplies of this form be ordered from ISO? Yes/No
- Availability date - date you could first order bulk supplies or forms or "Date Not Available"
- Number of leaves/pages - nn/nn
- Form language - English/Spanish
- Source out of house - Is the form source not resident in ISO's Microsoft Word library Yes/No
- Portfolio for line of business

You may click the close window link to return to the listing of forms that was created from the search criteria.

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Forms Display

Forms can be viewed by clicking on the PDF or Word links on the Forms List page for the desired form. The form viewed is an exact replica of the paper version of the form issued by ISO. Forms are viewed in either Word or in PDF format. Information on viewing and printing documents in PDF format is available in Using Adobe Acrobat Reader.

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Policywriting Support Forms Instructional Supplement

From the Forms Library webpage you will always have access to the link to the Policywriting Support Forms Instructional Supplement. The link can be found in the navigation pane on the left margin. After you click on the Policywriting Support Forms Instructional Supplement link a Disclaimer of Warranty and Limitation of Liability will appear. If you click "I agree", the Instructional Supplement will appear. This Supplement provides instructions on how to use the Policywriting Support Forms developed by ISO.

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Forms Alert Service

With the ISOnet Forms Alert Service, you’ll receive a daily e-mail notifying you of ISO forms released that match your company's participation. You will get information on the latest state policy forms and policy writing support forms developments (including new/revised forms, replaced forms, and any state/line of business deletions) delivered directly to your e-mail inbox. To view a form, you simply click on the link provided in the e-mail and the desired form will open in your browser. To signup, update or cancel a Forms Alert Service subscription, please click on the Forms Alert link displayed in the navigation pane on the left hand margin.

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ISO Forms Authoring Add-in

If you plan to author your own policy forms or endorsements or plan to modify the ISO forms or endorsements, you need to download the ISO Forms Add-in. Please click here for installation instructions.

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