

CORONAVIRUS DISEASE 2019 (COVID-19)

How to Complete the COVID-19 Vaccination Record Card



Audience: Vaccine Administrators, Medical Groups

Revision Date: 12/16/21

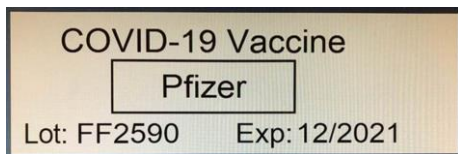
Version: #2

COVID-19 Response Team Owner: Vaccine Operations Workgroup

Date of Last Review: 12/16/21

To ensure accuracy of our patients' COVID-19 vaccine documentation, Health Ministries should fully complete the COVID-19 Vaccination Record Cards. CDC COVID-19 Vaccination Record Cards should **always** be used.

- ALWAYS include the following information completely. Partial information will render the card incomplete.
 - Patient's full legal name should be printed legibly on the card. The name must match their state or government-issued identification.
 - Patient's full birthdate should be printed legible on the card. It must match their state or government-issued identification.
 - Vaccine product/manufacturer name and lot number must be printed in full and legibly on the card. Labels can be used if desired to print the medication and lot number. Example:



- Date (month, day and year)
 - Vaccination site (and, if possible, the initials of the person who administered the dose)
 - For the third dose of a primary series, use the "other" box and note "third dose."
- If a patient lost their vaccination record card, advise them to obtain a replacement card. See [this guidance](#).
- If a patient has multiple vaccination record cards, all cards must be available.