

Out of State Immunizations Record Transfer Request (680 Form) Instructions

1. Please download the packet for immunizations records transfer.
2. Fully complete page one of the packet.
3. Please leave page 2 of the packet blank – this form is for our staff use only.
4. On page 3 of the packet, please print the child’s name on the first line, then at the bottom of the form under the give consent section, sign as the parent / legal guardian, indicate your relationship to the child, then print the date you are completing the form. These fields are highlighted in yellow for your reference.
5. Make a black and white or color copy of your valid, government issued photo ID. We must be able to fully read the print on the copy and clearly see the photo. You must provide the copy of your ID. We cannot make copies of records for you at this time.
6. Make a copy of your child’s immunization history. You must provide the copy of the records. We cannot make copies of records for you at this time.
7. Call us at (904) 209-3250 to make an appointment to drop off your completed packet.
8. At your drop-off appointment time, PLEASE stay in your vehicle and DO NOT come into the building. Call us at (904) 209-3250 and let us know you have arrived.
9. A member of our staff will come out to the parking lot and meet you to retrieve your completed packet.

Please Note: Only the following individuals may request a records transfer for a child:

- Parent
- Legal Guardian – This will require copies of your legal documents demonstrating guardianship be included with your packet. These will be reviewed by our legal department prior to form issuance and will add to the processing time.
- Designated Healthcare Surrogate. This will require a copy of the designation of healthcare surrogacy for the child be included with the request packet. This will be reviewed by our legal department prior to form issuance and will add to the processing time.
- Step-Parent – This will require the non-parental consent form be completed and included with the packet.
- Adult Aunt / Uncle – This will require the non-parental consent form be completed and included with the packet.
- Adult Sibling - This will require the non-parental consent form be completed and included with the packet.
- Grandparent - This will require the non-parental consent form be completed and included with the packet.

Due to the incredible response required for the COVID-19 Public Health Emergency and Global Health Pandemic, our processing times are our best effort. We cannot provide a timeline for how long your request will take. We ask that you do not call to inquire regarding the status of your request until 30 days have passed and you have not heard from us. We will not respond to inquiries before the 30 days’ time has passed.

You must bring a completed packet ready for processing including all copies necessary. We cannot accept partially completed packets or packets needing additional documentation.

The same person who drops off the packet MUST be the same person who comes to pick up the completed form.

Thank you for your patience and understanding as we respond to this unprecedented Public Health Emergency and Global Health Pandemic.

