

Immunizations Packet Instructions

1. Please download the packet for Immunizations – Needing Shots.
2. Fully complete page one of the packet, including the bottom portion for VFC Eligibility.
3. Fully complete the Screening Checklist, and sign and date at the bottom of the form.
4. Review the information on page three concerning the screening checklist
5. Complete the yellow highlighted areas only on Page four.
6. 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.
7. Call us at (904) 506-6081 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) 506-6081 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 or accompany a child for shots

- 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.

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

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

