

Religious Exemption Request Instructions

1. Please download the packet for Religious Exemption Request.
2. Fully complete page one of the packet.
3. Complete the yellow highlighted lines of page two of the packet.
4. 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.
5. Call us at (904) 506-6081 to make an appointment to drop off your completed packet.
6. 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.
7. 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 religious exemption 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.

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.

We will mail your completed form once the nurse has done the counseling and issuance.

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

