

**Policy Guide 3231INS**  
**Standards for Issuing and Filing Certificates of Immunization**  
**[Form 3231 (Rev. July 2021)]**  
**For Georgia Facilities and Schools**

**Who is required to have the Certificate of Immunization (Form 3231)?**

Children attending any childcare facility, pre-kindergarten, Head Start program, nursery, or school are required to have this form on file. This includes public and private operations and all enterprises, educational programs and institutions involved in the care, supervision, or instruction of children. Certificates are required for all children through grade 12.

**Who may issue certificates?**

Only a licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant or qualified employee of a local Board of Health or the State Immunization Office may issue this certificate. The physician, APRN, PA or health department is responsible for interpretation of and compliance with the requirements set forth in Chapter 511-2-2 of the *Rules of the Department of Public Health*.

**How to file and maintain the certificates:**

1. A valid certificate for all children must have the following information legibly completed:
  - Child's Name
  - Birth date
  - Name, address, and phone number of a Physician or Health Department
  - Certified by Signature
  - Date of Issue
  - Dates (month, date, and year) in the vaccine history (dates vaccines administered) section and/or 4-digit year in the "diagnosed", "serology +", "history" or "medical exemption" boxes.
2. A valid certificate for children under 4 years of age must have:
  - All of the information in item #1 and a "Date of Expiration" noted in the appropriate space.
3. A valid certificate for a child aged 4 through 10 years must have:
  - All of the information in item #1
  - If complete for "K through 6<sup>th</sup> grade" requirements an "X" will be displayed in the "Complete for K through 6<sup>th</sup> Grade" box with no date of expiration
  - If not complete for K through 6<sup>th</sup> grade requirements an expiration date will display only.
4. A valid certificate for a child aged 10 years and older must have:
  - All of the information in item #1
  - If not complete for "K through 6<sup>th</sup> grade" requirements an expiration date will display only
  - If complete for "K through 6<sup>th</sup> grade" requirements an "X" will display in the "Complete for K through 6<sup>th</sup> Grade" box with an expiration date
  - If complete for "**7<sup>th</sup> through 10<sup>th</sup> Grade**" requirements an "X" will display in both the "Complete for K through 6<sup>th</sup> Grade" and "**Complete for 7<sup>th</sup> through 10<sup>th</sup> Grade**" box with an expiration date
  - **If complete for "11<sup>th</sup> grade requirements" an "X" will display in the "Complete for 11<sup>th</sup> Grade and Higher" box of the certificate and the certificate does not have a date of expiration. No additional shots are required for school attendance.**
5. The certificate becomes invalid on the expiration date indicated. If a current certificate has not been submitted within 30 days after the expiration date, the child must be excluded from attendance until a current certificate is obtained.
6. A school/facility official is responsible for keeping track of certificates with expiration dates and for notifying a parent/guardian of an upcoming expiration date and requesting that an up-to-date certificate be submitted.
7. A valid certificate of immunization must be kept on file by the school/facility and be available for inspection by health officials. The school/facility is not responsible for the accuracy of immunization information filled in by the certifying authority.
8. If a child attends more than one school/facility, a photocopy of this form must be on file at the second school/facility.
9. If a child leaves or transfers to another school/facility, this certificate should be given to a parent/guardian or sent to the new school/facility.
10. Any school/facility official who does not enforce the requirements and any parent/guardian who intentionally does not comply with the requirements shall be guilty of a misdemeanor. See *Official Code of Georgia Annotated*, § 20-2-771(h)

### Instructions for completing certificates:

1. ALL dates must include month, day, and year.
2. The “Child’s Name” and “Birthdate” must be filled in.
3. The “Date of Expiration” is the date the child’s next immunization is due or the date a review of the medical exemption is due.
  - This date must be filled in when a child is in the process of receiving the required number of vaccine doses appropriate for age as set forth in *Policy Guide 3231REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia*.
  - The date filled in is the date a review of the medical exemption for a vaccine is due.
4. **A “Date of Expiration” must be filled in if there is an “X” in the “Complete for K through 6<sup>th</sup> Grade” box and the “Complete for 7<sup>th</sup> through 10<sup>th</sup> Grade” box.**
5. Put an “X” in the “Complete for K through 6<sup>th</sup> Grade” box if a child who is four years of age or older has completed all the immunization requirements for first time attendance in a school in Georgia as set forth in *Policy Guide 3231REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia*. Note that requirements for kindergarten (age 5 years) include doses indicated by the ACIP for 4-6 years. The “Complete for K through 6<sup>th</sup> Grade” box must be filled in with an “X”.
6. Put an “X” in the “Complete For 7<sup>th</sup> through 10<sup>th</sup> Grade” box and the “Complete for K through 6<sup>th</sup> Grade” box if a child born on or after January 1, 2002 entering or transferring into 7<sup>th</sup> grade and any “new entrant” 8<sup>th</sup> through 12<sup>th</sup> grade has met all requirements for K through 6<sup>th</sup> grade and have proof of an adolescent pertussis (whooping cough) booster vaccination (called “Tdap”) and an adolescent meningococcal conjugate vaccination (MCV4) as set forth in *Policy Guide 3231 REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia*.
7. **Put an “X” in the “Complete for K through 6<sup>th</sup> Grade” box, Complete for 7<sup>th</sup> through 10<sup>th</sup> Grade” box and “Complete for 11<sup>th</sup> Grade and Higher” box if a child attending the 11<sup>th</sup> grade or any new entrant in the 11<sup>th</sup> or 12<sup>th</sup> grade have met all grade level entry requirements and have proof of a meningococcal conjugate booster dose on or after their sixteenth birthday. This certificate does not expire.**
8. The Georgia Department of Public Health establishes the requirements for immunization for school/facility attendance in accord with the *Recommended Childhood Immunization Schedule, United States*, developed and approved annually by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). See *Policy Guide 3231REQ Vaccine Requirements for Attending Facilities and Schools in Georgia* for requirements for doses for age, minimum ages, and minimum intervals between doses for children who are behind schedule.
9. Hib and PCV13 vaccine are not required on or after the 5<sup>th</sup> birthday. The number of doses for both vaccines is dependent on age at first dose and/or the brand(s) of vaccine administered. If the “Complete for K through 6<sup>th</sup> Grade” box is marked for a child who is 4 years of age, dates for Hib and PCV13 vaccine must be filled in.
10. The Hepatitis A, Hepatitis B, Measles, Mumps, Rubella and Varicella vaccine requirements may be waived with serologic proof of immunity. Filling in a 4-digit year is required for each requirement waived.
11. For varicella vaccine, the dates for each dose given must be entered or the 4-digit year in one of the columns indicating “diagnosed” of disease, “serology” (serologic evidence of immunity), “history” of disease or “medical exemption” must be filled in. The Varicella vaccine requirement may be waived with: (a) a physician’s diagnosis of disease; or (b) a health care provider’s interpretation that a parent/guardian description of chickenpox disease history is indicative of past infection. Filling in a 4-digit year for the year of infection is required.
12. In the interest of having a more complete record, providers are requested to fill in dates of “Recommended Vaccines” the child has received but are not required to do so.
13. The certificate is not valid without a printed, typed, or stamped name, address, and phone number of the certifying authority in the certification section in the lower right corner. There must be a written or stamped licensed physician’s signature, APRN, PA or a signature of a qualified employee of a local Board of Health or State Immunization Office on the “Certified by” signature line. A stamp of a physician, APRN, or PA’s signature with official title is permissible when cosigned by an office staff.
14. The “Date of Issue” is the date a child’s immunization status was reviewed and the certificate was issued. It must be filled in.
15. During times when vaccine shortages may necessitate deferral of doses of specific vaccines, the GA Immunization Program will follow the recommendations made by the ACIP and will send providers the interim plans for issuing certificates based on these temporary recommendations.

**Exemptions:**

The Official Code of Georgia provides for only two types of exemptions from immunization requirements:

1. **Medical:** Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption.  
*O.C.G.A. §20-2-771(d)*
2. **Religious:** For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208). The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire. *O.C.G.A. §20-2-771(e)*  
**Religious exemption paperwork on file prior to August 2015 is acceptable and does not need to be replaced.**

**Certificate ordering and computer-generated facsimiles:**

1. Certificates of Immunization (Form 3231) can be downloaded from the Georgia Registry of Immunization Transactions and Services website at <https://dph.georgia.gov/georgia-immunization-registry-grits>. To gain access to GRITS and enrollment information email the GRITS Help Desk at [dph-gaimmreg@dph.ga.gov](mailto:dph-gaimmreg@dph.ga.gov).
2. Computerized versions of the Certificate of Immunization (Form 3231) must contain all the information included in the current form provided by the Georgia Department of Public Health and must be approved by the Georgia Immunization Office prior to use. References: Official Code of Georgia Annotated, § 20-2-771 and Rules of the Department of Public Health, Chapter 511-2-2.