

**Policy Guide 3231INS**  
**Standards for Issuing and Filing Certificates of Immunization**  
**[Form 3231 (Rev. 10-1-2003)]**  
**For Georgia Facilities and Schools**

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

Children attending any daycare or childcare facility, 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 (19 years). There is no lower age limit. Form 3231 **must** be used for children who will be admitted to **schools or facilities** or who will need updating of Form 3227 on or after August 1, 2000. It will not be necessary to replace Form 3032 for children already attending schools.

**Who may issue certificates?**

Only a physician **licensed in Georgia** or qualified employee of a local Health Department or the State Immunization Program may issue this certificate. The physician or health department is responsible for interpretation of and compliance with the requirements set forth in Chapter 290-5-4 of the *Rules of the Department of Human Resources Division of Public Health*.

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

- 1) A valid certificate for a child younger than 4 years must have legible information filled in for "Child's Name," "Birthdate," "Date of Expiration," "Name and Address of a Physician or Health Department," "Certified by Signature" and "Date of Issue." A valid certificate for a child at least 4 years old must have all of the above information except that, when appropriate, an X in the "Complete For School Attendance" box may be marked as an alternative to "Date of Expiration". **Also**, for a child at least 4 years of age, there **must** be dates (MM/DD/YYYY) in the vaccine history (dates vaccines administered) section and/or 4 digit years in the "Disease Dx", "Serology +", "Disease Hx" or "Medical Exemption" boxes. Valid certificates marked "Complete For School Attendance" do not expire.
- 2) 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. Certificates marked "Complete For School Attendance" do not expire.
- 3) **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.**
- 4) 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.
- 5) If a child attends more than one school/facility, a photocopy of this form may be submitted to the second school/facility.
- 6) 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.
- 7) 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 by the health department official or physician 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 **may** be the date a review of a medical exemption for a vaccine is due. The "Date of Expiration" **must** be filled in if "Complete for School Attendance" is not marked.
4. Put an X in the "Complete For School Attendance" 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. If the

- “Complete For School Attendance” box is marked with an X, the vaccine history section **must** be filled in. The “Complete For School Attendance” box **must** be filled in if the “Date of Expiration” is not. If the “Complete For School Attendance” box is marked, the certificate does not expire.
5. The vaccine history section of the certificate **must** be completed for children four years of age and older. Enter the dates for each vaccine dose given **or** fill in the 4 digit year in **one** of the columns indicating “Diagnosed” disease, “Serology +” (serologic evidence of immunity), “History” of disease or “Medical Exemption”. A 4 digit year for medical exemption is required for each vaccine contraindicated.
  6. The Georgia Department of Human Resources 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, 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.
  7. Hib vaccine is not required on or after the 5<sup>th</sup> birthday. The number of doses for Hib vaccine is dependent on age at first dose and the brand(s) of vaccine administered. If the “Complete For School Attendance” box is marked for a child who **is** 4 years of age, dates for Hib vaccine must be filled in.
  8. The 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.
  9. 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.
  10. The certificate is **not** valid without printed, typed or stamped name and address of the certifying authority in the certification section in the lower right corner. A telephone number for the certifying authority is optional. There **must** be a written or stamped signature on the “Certified by” signature line.
  11. The “Date of Issue” is the date a child’s immunization status was reviewed and the certificate was issued. It **must** be filled in.
  12. 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 stating that immunization conflicts with his or her religious beliefs. There is **no** standard form for Religious Exemption. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of an Immunization Certificate. Affidavits denoting religious exemption do not expire. *O.C.G.A. §20-2-771(e).*

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

1. Certificates of Immunization (Form 3231) may be ordered in bulk from:  
Georgia Department of Human Resources  
Immunization Program  
2 Peachtree Street N.W, Suite 13-476  
Atlanta, GA 30303-3186  
Order form can be printed from [www.ph.dhr.state.ga.us/pdfs/prevention/immunization/3184form.0302.pdf](http://www.ph.dhr.state.ga.us/pdfs/prevention/immunization/3184form.0302.pdf)
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 Human Resources and must be approved by the Georgia Immunization Program prior to use.

References: Official Code of Georgia Annotated, § 20-2-771 and Rules of the Department of Human Resources, Division of Public Health, Chapter 290-5-4.