

Mission:

To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

Instructions for Submitting Immunization Record Requests

1. Complete and submit the attached form to FDOH-Escambia ***at least three weeks prior to school orientation/registration:***
 - Copies of child's immunization records with name and date of birth on each page
 - Completed **Immunization Record Request Form**
 - Copy of valid driver's license or passport of parent/guardian completing form
 - Copy of guardianship paperwork
2. **ALWAYS** keep original copies of your records. Never submit original documents.
3. Immunization documentation can be submitted in any of the following ways:
 - **Option 1—Fax:** (850) 595-6586—Please do not include a cover sheet
ATTN: Immunizations, 1295 West Fairfield Drive, Pensacola, FL 32501.
 - **Option 2—Drop off in person** at our main location—**1295 West Fairfield Drive, Pensacola, FL 32501** at the **Yellow Window #9**.
4. Fees -- Record Transfer fee is **\$20.00 per adult or child**. Copies of Certified 680, Immunization History (686) or Clinic Record (687) are included in this fee.
5. All record requests will be processed in **5 business days**. Parents will be notified by a nurse if their child's vaccination history is not complete. Record submissions with **illegible** and/or **incomplete** patient information **will not be processed**.
6. Foreign language immunization records requiring translation take additional time to process. Please allow **7-10 business days** for these record requests.
7. Completed immunization records can be picked up in-person at our main location—**1295 West Fairfield Drive, Pensacola, FL 32501**, at the **Medical Records Department, Window 9**. We cannot send email, mail or fax records to you.

