

Immunisation records request

Council holds records of vaccinations administered by our immunisation program and can provide authorised parties with immunisation records. Privacy laws require requests for immunisation records to be in writing accompanied by certified identification.

Parents can get immunisation records for their child if the child is under 18 years old at the time of the request. To get immunisation records you must be:

- requesting your own records; or
- requesting a child's immunisation records - a parent or legal guardian with custody of the child; or
- an agent for a third party – an agent with written authorisation to request the records

Please note: We can only supply records for vaccines administered after 1998. Our standard processing time is 14 business days. For more information please call our Immunisation Services on 07 3412 3412.

1. Applicant details

Full Name	
Date of Birth	
Postal address	
How would you like to receive the immunisation records?	
<input type="checkbox"/> Documents to be emailed	<input type="checkbox"/> Documents sent to me by express / registered mail

Preferred method of contact (If you choose email or post, please provide a contact phone number below).

<input type="checkbox"/> Phone	
<input type="checkbox"/> Mobile	
<input type="checkbox"/> Email	
<input type="checkbox"/> Post	

2. Application details

Are you requesting access to information on someone else's behalf (including a child's information)?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, provide the information below for the person you are requesting records for.	
Given names	Family name
Date of Birth	
I confirm that I have current legal guardianship of the child named above	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, you must complete section 4. AUTHORITY TO RELEASE TO A THIRD PARTY	
I confirm that there are no adverse parenting orders against me in relation to the child named above	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit logan.qld.gov.au/privacy

3. Evidence of identity

As immunisation records contain sensitive personal information you must provide evidence of your identity with this application. If you are acting as an agent and are requesting documents on someone else's behalf, both parties must provide evidence of their identities. No records will be supplied unless evidence of identity is supplied.

Note: Documents that provide sufficient evidence of identity include a current driver's licence, identifying page of a current passport, birth certificate, statutory declaration of an individual who has known the applicant for at least one year. A certified copy must be provided. You can contact us to discuss alternative documentation depending on circumstances. All records can be obtained through MyGov (Australian Immunisation Register) by an authorised person.

I have attached a certified copy of evidence of identity, or I will attend a Logan City Council customer service centre to show the original of my evidence of identity

Yes	No
<input type="checkbox"/> I will attend a customer service centre	

4. Authority to release to a third party

If you require Logan City Council to release a child's immunisation records to a third party, you MUST complete the following written authorisation. You will need to return the original of this form in person to a customer service centre. If you cannot attach any required copies of documents, you need to provide them to the agency within **10 business days** of making this application.

I _____ (your full name) certify that I am the parent and/or current legal guardian of _____ (full name of child) and I hereby authorise Logan City Council to release that child's immunisation records to _____ (other party)

Print Name: _____ Signed: _____

Dated: _____

5. Submit application

You may submit your application electronically unless you are authorising release of records to a third party. If you have filled in section 3 above, you MUST take this form to a customer service centre.

Otherwise, you may:

- email your completed application along with the identity documents to immunisation@logan.qld.gov.au
- take your completed application and your identity documents to one of Council's customer service centres at:
Administration Centre - 150 Wembley Road, Logan Central
Beenleigh Customer Service Centre - 105 George Street, Beenleigh
Jimboomba Customer Service Centre – 18-22 Honora Street, Jimboomba

SUBMIT FORM (to email completed form if Section 3 is not completed)