



## **Request for Immunization Records North Dakota Immunization Information System**

The North Dakota Immunization Information System (NDIIS) is a confidential, population-based, information system that collects and consolidates immunization data for North Dakota residents. The NDIIS provides an important service to North Dakotans by consolidating vaccination information from multiple providers and providing an official certificate of immunization.

Children are entered into the NDIIS at birth through a linkage with electronic birth records. An NDIIS immunization record can also be initiated by a healthcare provider, local public health department, or pharmacy at the time of vaccination. The NDIIS includes vaccination records for residents of all ages; however, the NDIIS was created in 1996, so adults may not have childhood immunizations in the NDIIS. Most North Dakota children and adults will have at least a partial immunization record in the NDIIS.

Immunization records from the NDIIS may also be requested by contacting your local public health unit or healthcare provider.

Please complete this form by clearly printing all information and attaching any additional supporting documentation required.

- **All requests MUST be accompanied with a photocopy of the requestor's current, valid state-issued driver's license or picture I.D.** The submitted photocopy MUST be clear enough to see the picture and clearly read the name and birthdate on the I.D. If a photo ID is not included with the request, the information on the ID is not clearly legible, or the ID provide has expired, the request will not be processed.
- **If the record requested is for a person younger than 18, please state your relationship to the child.**
- **If the record requested is for a person 18 and older, only the person named on the immunization record may make the request.**
- **If the requestor is a social services agency, please provide a signed release of information form and a copy of the current court order granting guardianship to social services.**

Immunization record requests and supporting documentation may either be mailed or emailed<sup>1</sup> to the North Dakota Department of Health & Human Services. **Record requests will not be accepted over the telephone.**

**Record requests submitted without the required supporting documentation or with illegible supporting documentation will not be processed.**

**Please mail or email your immunization record request form and all supporting documentation to:**

ND Department of Health & Human Services  
Division of Public Health  
Immunization Unit  
600 E Boulevard Ave, Dept. 325  
Bismarck, ND 58505-0200

Email Address: [immrecord@nd.gov](mailto:immrecord@nd.gov)

**Please allow up to 10 business days for processing your record request.**

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<sup>1</sup> Immunization record requests and supporting documentation submitted to the North Dakota Department of Health & Human Services (NDDHHS) via email will be kept secure once received and when sent. However, email may not be secure while the information is in transit from the submitter's email account to the NDDHHS.

