



Instructions for submitting Out-Of-State/Country Immunization Record Transfers

1. Complete and submit the following information to Florida Department of Health-Bay County at least two weeks prior to school orientation/registration.
 - Copies of child's name and date of birth on all documentation. Write all information legibly.
 - Copies of parent/legal guardian photo ID
 - Current address and phone number
2. Always keep copies for your records. Never submit original documents.
3. Immunization documentation can be submitted in the following ways:
 - Option 1 – Email: Florida Department of Health in Bay County baymedicalrecords@flhealth.gov SUBJECT LINE: Immunizations
 - Immunization records can be received in pdf / jpg / jpeg / png / html formats
 - Option 2 – Fax: (850) 747-5475 ATTN: Immunizations
 - Option 3 – Drop off in person: At our clinic location, 597 W. 11th Street, Panama City, FL 32401
4. Immunization records are usually processed within 3-5 business days. Parent/legal guardian will be notified by a Florida Department of Health employee if child's vaccination history is not complete. Upon notification of incomplete immunizations, parent/legal guardian may make an appointment for their child at the Florida Department of Health in Bay County at (850) 872-4455. Record submissions with illegible and/or incomplete patient information will not be processed.
5. Copies of immunization records can be picked up in-person at our main location, 597 W. 11th Street, Panama City, FL 32401. Parent/legal guardian must bring copy of photo ID. We cannot email or fax records back to you.
6. If the child is being enrolled in FL immunization program by an adult that is not their parent, we will need them to include a letter from the parent/legal guardian naming the adult and giving authorization for them to provide consent for their child along with a copy of the parent/legal guardian's photo ID. Official guardianship/shelter order/power-of-attorney accompanied by the adult is required if a letter of authorization from the parent is not available.