

# Application for Immunisation record

The Council's Environmental Health Unit can provide immunisation records for individuals that have been immunised through a Surf Coast Shire's immunisation service. The Council is not able to provide records of immunisations given by Doctors or other providers.

For children under the age of 7 years, immunisation records are available by contacting the Australian Childhood Immunisation Records (ACIR) on 1800 653 809.

Office Use Only			
Account Code	(201)1100.0151.930	Fee	\$23.00

Immunisation Records Required For:			
Surname		First Name	
Postal Address			
Suburb		Post Code	
Date of birth			
Email			
Phone		Mobile	
Please list any changes that may have occurred to Surname or First name that will assist with our search:			

Person Applying for Records (if the same, write AS ABOVE)			
Surname		First Name	
Postal Address			
Suburb		Post Code	
Relationship to the above mentioned (parent/guardian)			
Email			
Phone		Mobile	
Signature		Date	
<b>Collection of records:</b> Please allow ten (10) working days for retrieval of record. Once records are found they will be posted to the applicant. For any details about immunisation, please phone the Council's Environmental Health Unit on 5261 0600.			

Fees & Payment
<b>Search fee:</b> Search fees only apply for records of individuals over the age of 7 years. Please allow ten (10) working days for the retrieval of record. Once records are found they will be posted to the applicant. Payment of \$22.00 must be made prior to the application for immunisations record being processed.
Methods of payment
<b>PAYMENT AT COUNCIL OFFICE:</b> Payment can be made during office hours (8:30am to 5:00pm) at the Surf Coast Shire. Payment may be made by: Cash, Cheque (payable to the Surf Coast Shire) or EFTPOS.
<b>PAYMENT THROUGH THE MAIL:</b> Please make cheque or money order payable to the Surf Coast Shire and crossed "Not negotiable". Please return the application form and cheque or money order to: Surf Coast Shire PO Box 350, Torquay VIC 3228

*Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The information will not be disclosed to any other party unless Council is required to do so by law.*