Step-by-Step guide to submitting your COVID-19 third (booster) dose, in accordance to the [Booster Vaccination (Restrictions on Access) Directions](#)

Step 1. Obtaining Evidence

Ensure you have the correct form of evidence. The Directions only allow certain [forms of vaccination evidence to be considered acceptable.](#)

These include (examples below):

1. written confirmation of vaccination issued by Department of Health
2. a COVID-19 Digital Vaccination Certificate or Immunisation History Statement showing COVID-19 vaccinations recorded on the Australian Immunisation Register. [This can be accessed via Medicare and myGov.](#)
3. an International COVID-19 Vaccination Certificate issued by the Commonwealth Government.

If you have an exemption, the only forms considered acceptable include:

1. a COVID-19 Digital Vaccination Certificate or Immunisation History Statement showing COVID-19 vaccinations recorded on the Australian Immunisation Register. This can be accessed via Medicare and myGov.
2. An exemption issued by the Chief Health Officer or a person authorised by the Chief Health Officer for that purpose.

Step 2. Accessing the form

Access the form to submit your evidence via the link here or scan the QR code below.

Step 3. Complete the form

Complete the form with the required details, ensuring you **enter your HE number correctly.**

Upload the evidence of your third dose via file upload; files that will be accepted include Word, PDF, JPEG to a maximum size of 10MB.

If the evidence you have submitted is not valid, or there has been an issue with your submission, you will be contacted to resubmit.

The information collected is solely for the purposes of the **Booster Vaccination (Restrictions on Access) Directions, which require employers to collect and maintain a record** of the booster vaccination status of each vaccination directed person, and only roster on those persons who are compliant with the booster vaccination requirements or is an exempt person in accordance with the directions.

This means that if you do not prove your vaccination records to NMHS, you will not be permitted to access any NMHS work site as an employee.

If you have queries, please discuss with your manager or email
COVID19NMHSWorkForce@health.wa.gov.au