

## **GUIDANCE: COVID 19 Vaccine- Acceptable Proof of Identification (6 months and older)**

**July 29, 2022**

### **GUIDANCE DOCUMENT**

#### **Acceptable Proof of Identification (Aged 6 months and older without health card or COVID ID)**

**Purpose:** This document has been drafted as guidance for public health units and other vaccine clinic sites that currently use the provincial vaccine appointment booking system. **The Provincial Vaccine Contact Centre (PVCC) will no longer require an Ontario health card or COVID ID when booking an appointment for individuals who are aged 6 months or older at the time of their appointment.**

The following information is intended to clarify acceptable forms of identification (ID) and clinic actions that should be taken for those aged 6 months and older at the time of their appointment that have booked through the PVCC without a health card or COVID ID.

#### **1. How does someone aged 6 months or older without an Ontario health card or COVID ID book their vaccination appointment?**

PVCC agents will be able to book appointments for clients 6 months or older at the time of their appointment without an Ontario health card or COVID ID.

When booking an individual without a health card or COVID ID, the PVCC agent will add **first name, last name, date of birth** and **gender** to the client's record at a minimum. The agent will also add any other information given by the caller such as email, phone number and address and will create a new 'alert' with 'Record Type' "Warning" and 'Alert Name' "ID Verification Required at the Clinic" on the client record in COVaxON at the time of booking.

In this scenario, the clinic will be required to:

1. Check for 'alerts' for those aged 6 months and older at the time of their appointment in COVaxON. If there is an 'alert' for 'ID verification required' with status 'Active', they should verify the client's identity before administering the vaccine.
2. Verify the client's identity (see next section for examples of acceptable forms of ID) at the vaccination clinic prior to dose administration.
3. Once identity verification is complete, the vaccinator must update the 'alert' with below information:
  - a. End Date: Date: date on which ID verification was done
  - b. Status: Completed

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4. Share the COVID ID with the client after identification has been confirmed.
5. **Note:** *During identity verification, if the client informs that they have a health card (R&W or Green photo health card), then the clinic must replace the COVID ID with the actual Health Card Number in COVaxON for the client.*

### **2. What forms of identification are acceptable for those aged 6 months and older?**

On the day of receiving a COVID-19 vaccine, every individual must present documentation to confirm their **identity**. This document or combination of documents must include: a name, birth date and photo ID. **NOTE: photo ID is only required for those aged 18 and older.** Individuals do not need to satisfy the residency requirement for OHIP in order to be eligible for a COVID-19 vaccine.

Many different identification documents may be acceptable for this purpose. These documents include, but are not limited to:

- Driver's licence
- Birth certificate
- Passport
- Piece of registered mail
- Pay stub
- Student card
- Library card
- Club or organization ID cards
- Government issued identification from other jurisdictions including: foreign passports, other provincial or territorial health cards, or driver's licence.

Should a person have no identity documentation or is unable to provide verification of primary place of residence, they may work with their public health unit and/or community organizations, school or medical provider to verify their identity. This may be provided in the form of a letter from a community organization, school or medical provider or other identity verification form.

Expired identity documents will also be accepted for this purpose.

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**Individuals may bring more than one identity document** to support their identity should they not have one document that includes their name, date of birth and photo (for those aged 18 and older).