

## Accessing Your Record in the Public Portal

Patients and parents/guardians of minors under 18 can now use the Kentucky Immunization Registry Public Portal to view and print an official record of their immunizations.

Immunization records printed from the KYIR Public Portal may **not** be complete. The records include what has been reported to and entered in KYIR.

Users must use Google Chrome, Microsoft Edge, or Mozilla Firefox to access the CIIS Public Portal.

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### To Access Your Record:

Enter the required information into the corresponding fields on the Public Portal screen

The screenshot shows the 'KYIR - Access My Immunization Records' web form. At the top left is the Kentucky Public Health logo with the tagline 'Prevent. Promote. Protect.' and navigation links for 'HOME' and 'HELP'. Below the header, a disclaimer states: 'Patients and their Legal Guardians can use this screen to view and print an official record of their immunizations. The patient's First Name, Last Name, Date of Birth, and Gender are required before proceeding.' The form is divided into sections: 'Who is the Patient?' with fields for First Name, Last Name, Date of Birth (MM/DD/YYYY), and Gender (a dropdown menu currently showing 'CHOOSE GENDER'); 'Who are you?' with a dropdown menu for 'What is your relationship to the Patient?' (currently showing 'CHOOSE RELATIONSHIP'); and 'How would you like to receive your access code?' with radio buttons for 'Mobile Phone' and 'Email'. A red arrow points to the 'Email' radio button. At the bottom of the form are 'Clear' and 'Search' buttons. The footer includes the 'WEBIZ' logo, the 'Kentucky Immunization Registry' logo, and the text 'Version 22.2.0.0 Copyright © 2001-2022. Envision Technology Partners Inc.'

### PLEASE NOTE:

- "Who are you?" refers to the relationship to the patient
- Name, date of birth, email address, and/or phone number should reflect the information given at the last vaccination appointment the patient attended
- If the KYIR Public Portal does not find your (or your minor child's) immunization record, or if your record is missing immunizations, [complete this online form](#) with proof of your identification attached to request an update to access your immunization record
- Public Portal will lock for 1 hour after 3 failed attempts



Once the patient's information and a phone number or email address has been entered, an access code will be sent to the contact provided.

**Email:**

How would you like to receive your access code?

Mobile Phone  Email

Email

**Phone:**

How would you like to receive your access code?

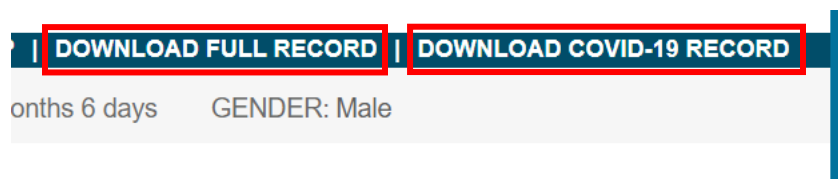
Mobile Phone  Email

Mobile Phone (format: xxx-xxx-xxxx) Message and Data Rates May Apply

After the access code is entered, you will be taken to a new page that displays your full immunization record.

**To Download a Full Record:**

Click the button in the top right labeled "Download Full Record". It will automatically begin a download of the record to your device. This can be saved to your personal files or printed.



**To Download a COVID-19 Record:**

Click the button labeled "Download COVID-19 Record". It will automatically begin a download of the record to your device. This can be saved to your personal files or printed.

- COVID-19 record will include a QR code that can be scanned to obtain a digital version of your COVID-19 vaccinations.

