

TO: DDG: CHIEF OF OPERATIONS
CHIEF DIRECTORS
DIRECTORS
HEADS OF INSTITUTIONS
HEAD OF HEALTH: CITY OF CAPE TOWN

CIRCULAR H 114/2021

COVID-19 VACCINE PROJECT OFFICE: REQUESTS FOR PROOF OF VACCINATION

Kindly note the following process to be followed regarding requests for proof of Covid-19 Vaccination:

- a) Currently the Vaccination Card that clients receive after vaccination is the only official client-held record of vaccination available in South Africa.
- b) Every person receiving a covid-19 vaccine in the province must be registered on EVDS and accordingly the vaccination needs to be recorded on EVDS.
- c) This will ensure that client receives the Proof of Vaccination Code via SMS communication.

There have, however, been numerous requests made by vaccine recipients for the Department to provide proof of vaccination via a letter on an official departmental letterhead. These requests should be channelled as follows:

1. All requests for proof of vaccination to be referred to Mr Shane Phillips in the Project Office via email (Shane.Phillips@westerncape.gov.za).
2. All persons requesting proof of vaccination must provide the following information:

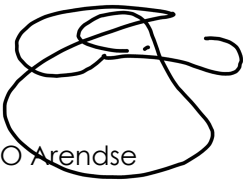
Name	
Surname	
Passport number	
SA ID number	
Batch Number	
Vaccine Received	
Date that vaccines was received	
Verification code (Proof of Vaccination Code)	
Country of Destination	
Flight number (if proof is required for travel purposes)	

SA cell number	
Email address	

3. Receipt of vaccination will be verified on EVDS before consideration is given to providing proof of vaccination.
4. Should the request be credible, a letter will be issued **by or via** the Project Office on an official Departmental Letterhead confirming receipt of vaccination.

Please contact Maria Jose (maria.jose@westerncape.gov.za) or Nicolette Van der Walt (Nicolette.vanderwalt@westerncape.gov.za) should you have any further questions or require clarity regarding the above.

Yours sincerely



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Chief Director: Emergency & Clinical Services Support

Date: 29 July 2021