My Vaccine Pass

'**My Vaccine Pass**' is the New Zealand Government's official tool to confirm Covid-19 vaccine status. It can be presented to staff, security and event organisers at a range of venues where evidence of vaccination is required to enter, including: hairdressers; restaurants; faith-based gatherings; gyms and concerts. It is likely that you will start to be asked to show your Vaccine Pass in order to gain entry **from Friday 3rd December**.

You can request a 'My Vaccine Pass' **now** if you are aged 12 or over and have had 2 doses of the Pfizer COVID-19 vaccine in New Zealand. You will also be able to request a Pass if you have:

- a medical exemption
- been vaccinated overseas with an approved vaccine
- received 2 doses of the AstraZeneca vaccine in New Zealand

Requesting the 'My Vaccine Pass' without Internet Connection

If you do not have access to the internet, your 'Vaccine Pass' can be ordered by calling the Ministry of Health.

> **Ministry of Health: 0800 222 478**
> **(8am to 8pm, 7 days a week)**
> (Try calling after 6pm or during the weekend if it is not urgent)

Have your **National Health Index** (NHI) number ready, if you have it. Your NHI number can be found on hospital letters, prescriptions, and test results.

You will also be asked to provide details from one form of identification, so the Ministry of Health can match you with your vaccine records. Six forms of personal identification are valid for this process. If you don't have any of these forms of I.D, you will be asked for your date of birth.

- New Zealand birth certificate
- New Zealand passport
- New Zealand driver's license
- New Zealand citizenship certificate
- Australian passport
- Australian birth certificate

When calling the Ministry of Health for your 'Vaccine Pass', you will be asked if you would like your pass emailed or posted to you. If emailed, your pass will appear as a PDF document that can be saved digitally to your devices or printed as a physical copy. You are also able to request a Vaccine Pass for someone else – as long as you have their permission to do so.

Requesting the 'My Vaccine Pass' if you have Internet Connection

My Covid Record is the official Government webpage for accessing records of Covid-19 vaccine doses delivered in New Zealand. An account is required to access records of your doses and you can log into this webpage at any time.

1. Open your internet browser and enter the following web address into the search bar:

www.mycovidrecord.health.nz

2. Select '**Sign up**' if it is your **first** time visiting this site:

Log in or sign up with My Health Account

Log in   Sign up

3. Click '**Continue**'

4. Then, '**Sign up with email**'

5. Read and agree to the **Terms of Use** and **Privacy Policy** by clicking the small box highlighted below, then click '**Start**':

Please agree to continue

☐ **I have read and agree** to the **My Health Privacy Policy** and **Terms of use**. I am making the application on my own behalf. ❓

Pretending to be another person to obtain/alter their personal information is an offense under section 212 of the Privacy Act 2020 and could result in a conviction and a fine not exceeding $10,000.

Start

6. When prompted, enter your email address. This address must be unique to you, and **not shared with anyone.** If you share your email address with someone else, such as your partner or spouse and don't want to set up another email address, call **0800 222 478** (or one of you can request your pass online and one can request it via the phone).

7. A **verification email** will be sent to your email address - this will confirm that you have access to the email address entered. The verification email will contain a **6-digit code** that needs to be entered on the website. Please note you may receive this email **immediately** and the code will expire after **20 minutes**, so have your email open and ready to access when you start this application.

8. When entered, click '**Continue**'

9. **Create a password** by following the suggestions on screen:

Create a password

Passwords are easily guessed. We recommend using passphrases and avoid using the same password you've used on other websites.

Password must contain **one of the following criteria:**

A At least **12 characters.**

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B at least **7 characters** and **three of the following:**
- uppercase (A-Z)
- lowercase (a-z)
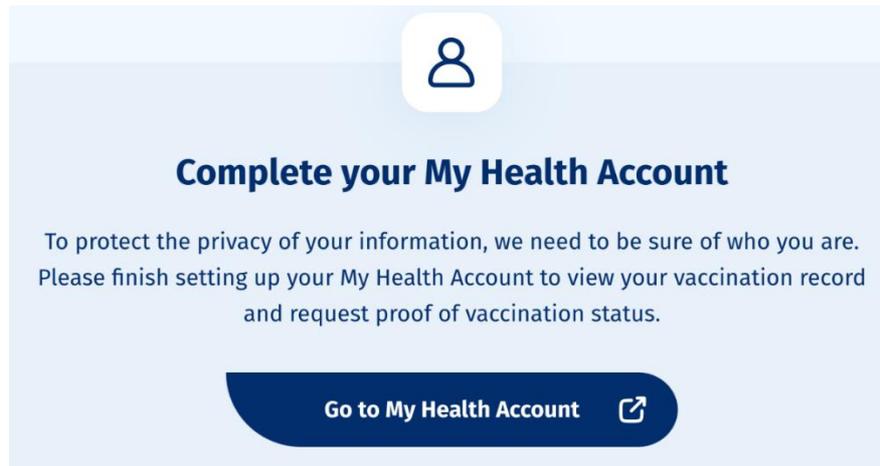- numbers (0-9)
- symbols (e.g. #, $, !, @, etc)

Enter password   **Show** 👁

| Password |

Continue

10. Click '**Show** 👁 'to ensure you have entered your password correctly.

11. Click '**Continue'**

12. When prompted, select '**Go to My Health Account'** to verify your identity:

13. Select the **identity document** you have on hand and enter the relevant information as requested. Click '**Continue**' to progress.

Once your identity has been verified and you are logged in, scroll down to see your two doses of the Covid-19 vaccine. Ensure these doses are **accurate records.**

Call the Ministry of Health (**0800 222 478**) straight away if these records are **incorrect**, as it can take some time to get them checked and corrected.

Requesting the 'My Vaccine Pass'

1. On the homepage of 'My Covid Record' website, select '**Request pass or certificate**':
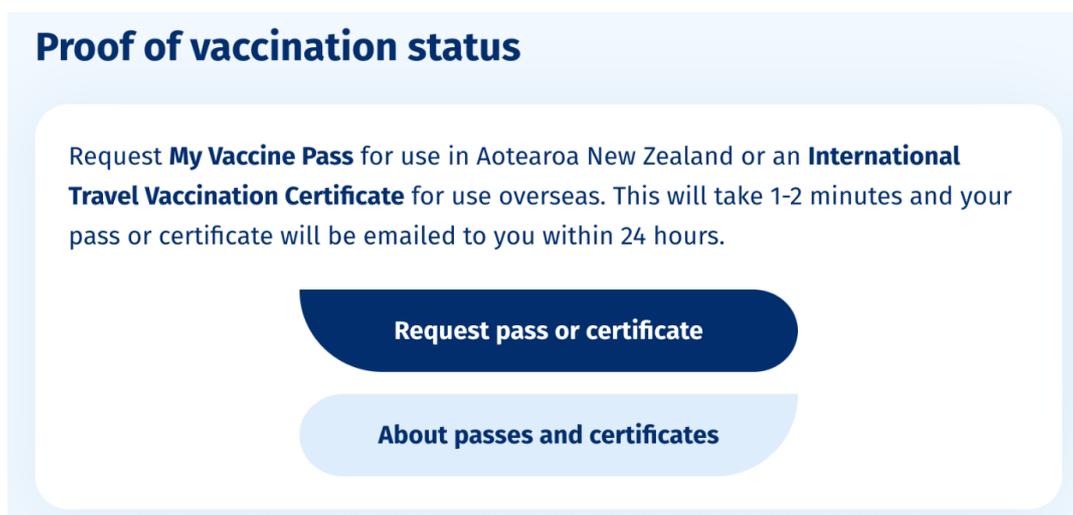
2. Then, select '**My Vaccine Pass'** and then click '**Continue'**

3. Ensure your details and email address are correct and then select '**Request pass'.** A confirmation screen will appear to show your request was successfully submitted.

4. Please note you would need to select '**Certificate'** only if you were planning on **travelling overseas**.

5. Then click on **log out / sign out** to close your account

6. Your Vaccine Pass will be emailed to you within 24 hours. This pass can be **printed** or **saved digitally** to your devices (you can save in your **Apple Wallet** or to **Google Pay** if you have these set up). Check your junk or spam folder if you haven't received your pass in your inbox and call **0800 222 478** if not received within 24 hours.

Your vaccine pass contains a block of black and white dots that is called a **QR Code.** This code is unique to your pass and when scanned, displays a green tick on the device scanning your pass. No specific medical details can be seen by event organisers, staff or security that ask to scan your pass - it simply shows that your pass is valid for entry into a vaccine-restricted venue or event. Your information (name and date of birth) will disappear from their screen within ten seconds and none of your personal information will be stored on their device (phone or tablet etc.).

You won't need a smartphone or need to be online to show your Vaccine Pass to businesses as you can show your paper version.

Your Vaccine pass will last for six months from the date of issue (**not** from the date of your second vaccination) and you can print your pass as many times as you like.

If the pass is lost, damaged or expires, simply repeat the above process online or by phone. You can also request an updated Vaccine Pass if you receive a booster shot.

If you have any difficulties with your phone or online application, please contact **Age Concern Auckland** on: **820 0184 or 489 4975** and a member of staff will be happy to assist you with your application.