

**Guidance on Requests to Transfer COVID-19 Vaccination Records
into the WHO's International Certificate of Vaccination or Prophylaxis**

This document provides details on how to request for COVID-19 vaccination records to be documented and transferred into the World Health Organization (WHO's) International Certificate of Vaccination or Prophylaxis (also known as Yellow Card/Book).

UN Personnel can request to transfer a record of COVID-19 vaccinations into a WHO Yellow Book through their supporting Medical Service. ESCAP Medical Service can accommodate these types of requests, according to prioritization. This is to comply with the current footprint requirements at the ESCAP premises in Phase 1, as well as to ensure the safety of both our clients and our medical staff.

During Phase I, priority will be given to the UN personnel under the following circumstances:

- Those who are **currently required to work onsite at least one day a week** in the ESCAP premises **AND** have received **one or more COVID-19 vaccine dose/s outside of Thailand**,
OR
- Those who will be **traveling outside the country within 1-2 weeks from the date of request** – supporting documents such as a copy of UN travel authorization documents or air tickets should be provided.

If you fall under the above group, please send an email request to bkkmedservice@un.org and place in the subject line: Request to transfer COVID-19 vaccination record. Please attach a copy of your COVID-19 vaccination certificate. The certificate will be assessed for validity and should include most of the following information: **name of the person being vaccinated, date of vaccine administration, manufacturer of the vaccine, brand name, batch (or lot) number of the vaccine, name of the vaccination institution administering the vaccine and signature of the clinician administering the vaccine.**¹

Once these documentations are reviewed and validated, and you have been determined as someone from the priority group, our medical service staff will confirm the appointment schedule with you. The vaccination record will be transcribed onto the "Other Vaccination" section of the WHO Yellow Book.

Please also note that Medical Service currently has no physical/hard copies of the WHO Yellow Book in stock, so if your request is confirmed and you don't have a hard copy of the Yellow Book, then you can download and print one from WHO's online [website](#).

For those who do not fit the criteria above, several options are suggested:

- Apply for a vaccine passport at one of the three institutions mentioned below – this is recommended for those who got their full COVID-19 vaccination in Thailand and need to have a hard copy of the WHO Yellow Book, not a digital copy.

COVID-19 vaccine passport

Required documents and contact offices for those who would like to be issued a vaccine passport

Required documents:

1. Completed COVID-19 vaccination certificate (for two doses) from a hospital or downloaded certificate from Mor Phrom Application
2. A passport that is valid not less than 6 months.



For those who live in other provinces, please contact the Provincial Public Health Offices or the hospitals that are authorized to issue the COVID-19 Certificate of Vaccination for the information.

Offices issuing the international vaccination certificate:

1. Division of Communicable Diseases
Building 5 (6th Floor), Department of Disease Control, MOPH, Nonthaburi
Open: Monday - Saturday (closed on national holidays) from 09.00 to 15.30 hr.
Tel. 0-2590-3232, 0-2590-3234,
It is required to make an appointment through the Mor Phrom application.
The office will provide service for those who made an appointment through the Mor Phrom application (International Certificate Menu); the maximum is 500 persons per day.
Persons who are walk-in cases will have to wait for those who have already made an appointment to finish first.
2. Travel Clinic, Bamrasnaradura Infectious Disease Institute
Open: Monday - Saturday (closed on national holidays) from 08.30 to 16.00 hr.
It is required to make an appointment through the Mor Phrom application.
The office will provide service for those who made an appointment through the Mor Phrom application (International Certificate Menu); the maximum is 200 persons per day. Please contact 02-590-3422,3427 and 3430.
3. Urban Institute for Disease Prevention and Control
Open: Monday - Thursday (closed on national holidays)
Please contact 02-521-1668
The office will provide service for those who have appointed through website:
<http://vacn.ddc.moph.go.th>; the maximum is 200 persons per day.



updated on 1 November 2021

 <https://thailand.prd.go.th>   PR Thai Government 

- If fully vaccinated at one of the local hospitals in Thailand, and already own a hard copy of the WHO Yellow Book, contact the administering hospital to request for transfer of the COVID-19 vaccination record.
- Wait until ESCAP premises transition to a higher phase for requests to be accommodated.
- Choose to obtain a digital copy of the Yellow Book, which will include the COVID-19 vaccination details, digitally signed and stamped by one of our medical staff. This option can be provided to

the requester within 24 hours of sending the request. Sample digital copy of a COVID-19 vaccination record is found below.

8			9	
OTHER VACCINATIONS / AUTRES VACCINATIONS				
Disease targeted Maladie visée	Date Date	Manufacturer, brand name and batch no. of vaccine Fabricant du vaccin, marque, et numéro du lot	Next booster (date): Prochain rappel (date):	Official stamp and signature Cachet officiel et signature
COVID-19	22 Jun 2021	Sinovac-Coronavac Lot No. xxxxxxxx	—	signed on behalf of _____ 
COVID-19	20 Jul 2021	Sinovac-Coronavac Lot No. xxxxxxxx	—	signed on behalf of _____ 

For further questions, clarifications, or requests for assistance, please contact Medical Service by email: bkkmedservice@un.org.

¹ Please note that willful misrepresentation of medical information is a violation of the UN standard Code of Conduct and can lead to increased risk of exposure to COVID-19 for the Organization. As such, such an act can be administratively and disciplinarily treated accordingly (from the document: UN Medical Directors Guidance to UN Health Care Workers on the Documentation of COVID-19 Vaccines Administered to UN Personnel, July 2021).