



## Employee Update – September 9, 2021

The Office of Human Resources Management (OHRM) will issue periodic updates to Prince George's County Government employees. In each *Employee Update*, you'll find information and tips from OHRM, the latest COVID-19 information, and additional tips to support you.

In accordance with the Executive Order 19-2021, requiring employees to produce evidence of being vaccinated for COVID-19, please ensure you have a copy of your vaccination card or record. If not, please follow the process below to request your vaccination card by mail, in-person or online.

## COVID-19 Vaccination Record Cards

If you received a COVID-19 vaccination, you likely also received a **COVID-19 Vaccination Record Card** that documents the:

- Date you received your dose(s),
- Type of COVID-19 vaccine you received (i.e., Johnson & Johnson, Moderna, or Pfizer), and
- Healthcare professional or clinic providing the vaccination (e.g., Walgreens, CVS, your doctor's office, or a community clinic).



A sample COVID-19 Vaccination Record Card

### Obtain a Copy of Your Vaccination Record Card

Vaccination sites keep electronic records of all COVID-19 vaccines that have been administered.

**If you lost or do not have a copy of your COVID-19 Vaccination Card, you can obtain a copy of the card by contacting the organization that gave you your vaccine (e.g., Walgreens, CVS, your doctor's office, etc.).**

**If you received your vaccination at one of the Prince George's County Health Department's vaccination clinics, and you need a copy of your COVID-19 Vaccination Record Card, please follow one of the following options.**

### Request a Vaccination Card

There are three options to request a vaccination card.

#### By Mail:

Email [COVID19 VaxCard@co.pg.md.us](mailto:COVID19 VaxCard@co.pg.md.us) to request a copy of your CDC vaccination card by mail.

**In-Person:**

Visit the Sports and Learning Complex (8001 Sheriff Rd, Landover, MD 20785) during [vaccination clinic operating hours](#) and request a card.

**Online:**

For an immediate copy of your record, register at <https://md.myir.net> to download your vaccination certificate.

If you should have any questions about your vaccination record, please contact the Health Department's Customer Service Desk at 240-825-8250.

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