



**Department of Health and Family welfare  
Government of Kerala  
India**

**Certificate For COVID-19 Vaccination**

**Beneficiary Details**

Beneficiary Name  
Year Of Birth  
Gender  
ID Verified  
Beneficiary Reference ID  
Certificate Number  
Certificate Approved Date

**Passport Details**

Name As In Passport  
Passport Number

**Vaccination Details**

Vaccine Name

**It is certified that both doses of covid-19 vaccination are administered  
for \_\_\_\_\_**

Sd  
District medical officer

Disclaimer:

- 1). Covishield® (AstraZeneca's vaccine manufactured by Serum Institute of India) and Covaxin® (manufactured by Bharat Biotech Limited) have been granted emergency use authorization by the Central Drugs Standard Control Organization (CDSCO) in India.
- 2). The certificate is computer generated and hence does not require any seal or signature in original.
- 3). The authenticity of this certificate can be verified at [covid19.kerala.gov.in](https://covid19.kerala.gov.in). The certificate number is unique.





**USER MANUAL  
FOR  
COVID-19 VACCINATION  
CERTIFICATE REQUEST**

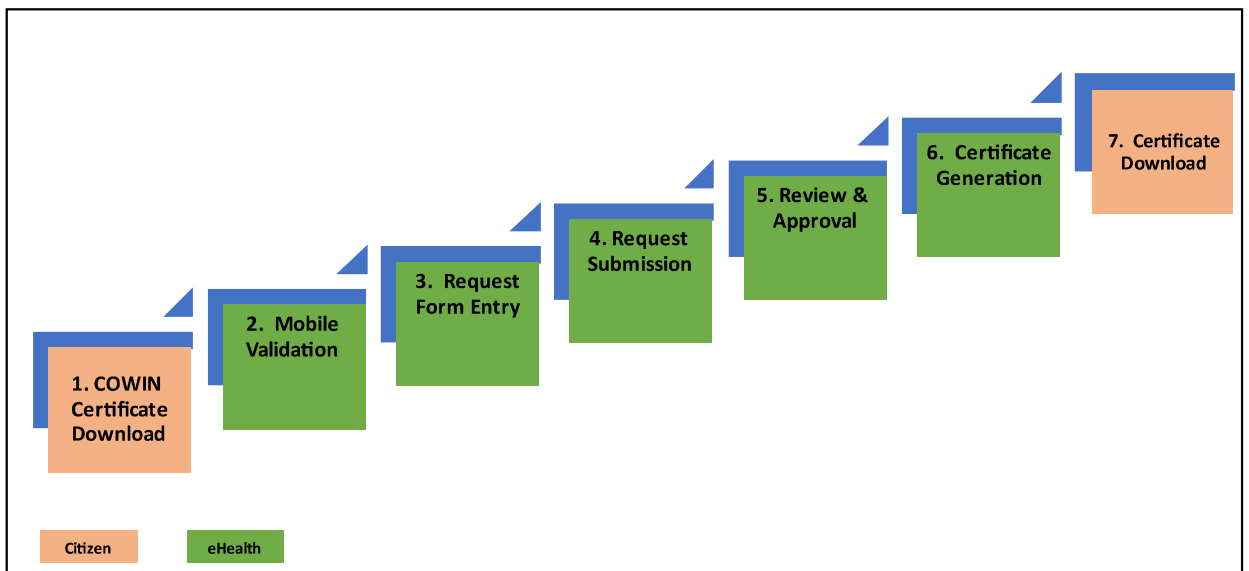


## 1. Overview

Citizen going abroad who needs vaccination completion certificate from Government of Kerala can raise request through this new option. Citizens have to fill the request form and upload related documents and submit. These request forms will be verified by the district teams and will be approved or rejected. If approved, vaccination certificate could be downloaded from same portal.

## 2. Process Flow

### CERTIFICATE REQUEST PROCESS FLOW



1. Citizen going abroad have to download the final certificate from COWIN which is available only if two vaccinations are taken.
2. eHealth request form will be filled and required documents will be uploaded.
3. District team will verify request details and the documents and will approve or reject the request.
4. Certificate will be downloaded by citizen from porta, if approved.

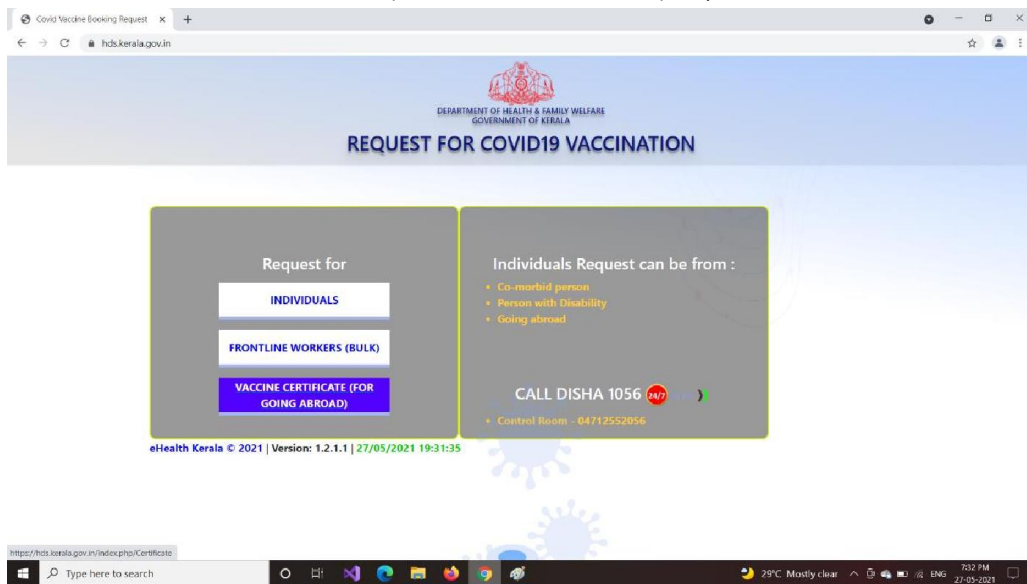


### 3. Pre-requisites

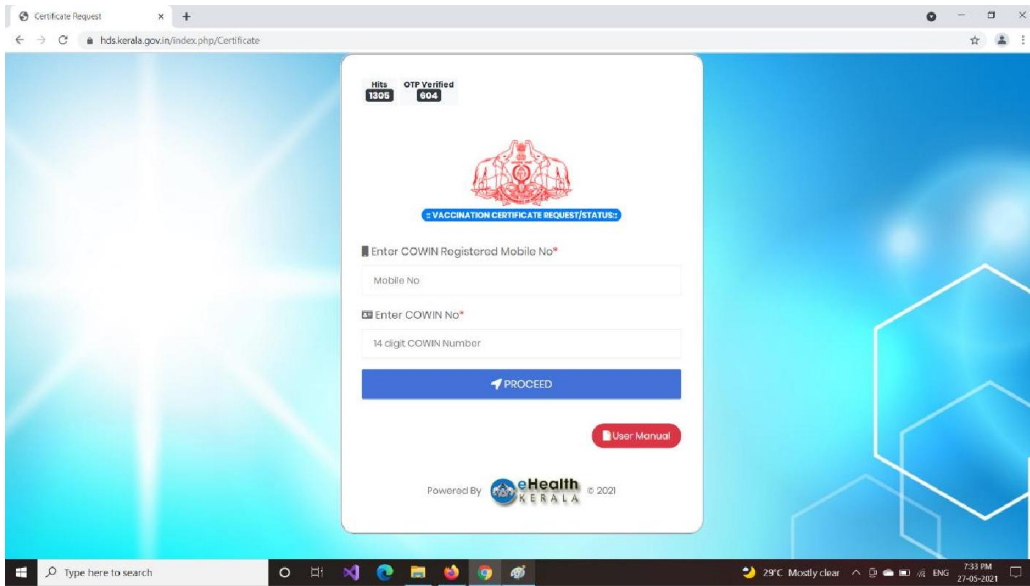
1. COWIN Final Vaccination Certificate
2. Travel documents like Passport, Visa, Admission Letter from a Foreign University, Offer Letter, Work Permit, Permanent Residency Certificate etc. of foreign countries as the case may be.

### 4. Covid-19 Vaccination Certificate Request

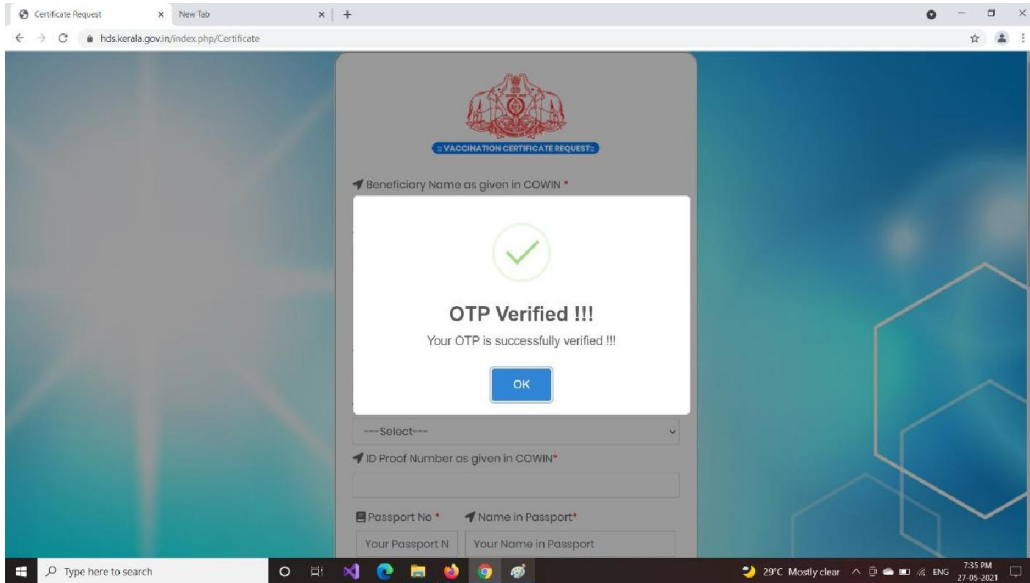
3. Type below URL in any browser in your computer.  
<https://covid19.kerala.gov.in/vaccine/>
4. Select "VACCINE CERTIFICATE (FOR GOING ABROAD)" option.



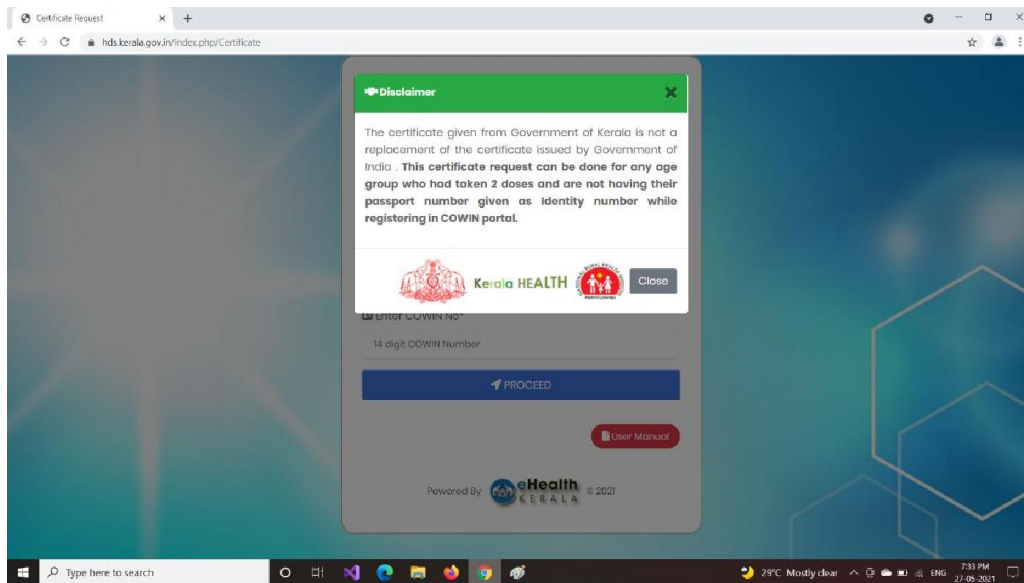
5. Enter COWIN registered mobile number and COWIN registration number



6. Enter OTP and Validate



7. If successfully validated you will get the below screen.



8. Read the direction and click the close button.
9. Fill request form
  - a. Select the name of vaccine administered to you as in COWIN Certificate.
  - b. Select the ID proof as mentioned in COWIN
  - c. Enter the ID Proof No
  - d. Enter Passport Number and Name as in Passport.
  - e. Enter your district and email id.
  - f. Upload the ID Proof (as selected in (b) above)
  - g. Upload the your COWIN certificate, downloaded from cowin.gov.in
  - h. Upload relevant pages of Passport as a single document
  - i. Upload Travel documents like Passport, Visa, Admission Letter, Offer Letter, Employment Letter, Work Permit, Permanent Residency Certificate etc. of foreign countries as the case may be.
10. Enter "Aadhaar Number" and "Name As In Aadhaar" and validate with Aadhar.



11.

**VACCINATION CERTIFICATE REQUEST**

Beneficiary Name as given in COWIN \*

COWIN Ref No \*

Gender \* Year of Birth \*

Vaccine Name \*

Given ID Proof in COWIN\*

ID Proof Number as given in COWIN\*

Passport No \* Name in Passport\*

District \* Email \*

Upload ID Proof Document as given in COWIN (Less than 1024 KB) (Supported formats: JPG, JPEG, PNG, PDF)\*

Upload Vaccination Certificate issued from Cowin (Less than 1024 KB) (Supported formats: JPG, JPEG, PNG, PDF)\*

Upload Passport Document (Less than 1024 KB) (Supported formats: JPG, JPEG, PNG)\*

Upload Visa / Work Permit / Employment Permit / Admission Letter (Less than 1024 KB) (Supported formats: JPG, JPEG, PNG, PDF)\*

Aadhaar Number

Name as in Aadhaar

I hereby agree to share my aadhaar no and related data for verification purpose for covid vaccination certificate.

GET AADHAAR OTP

12. Received Aadhar OTP have to verified before submitting.

**Aadhaar Validated**

Name as in Aadhaar

I hereby agree to share my aadhaar no and related data for verification purpose for covid vaccination certificate.

SUBMIT (സമർപ്പിക്കുക)



13. Once OTP is verified successfully, request submit button will be enabled for submission

hks.kerala.gov.in/index.php/Certificate

Upload ID (Aadhaar Card) Document as given in COWIN  
(Less than 1024 KB) (Supported formats: .jpg, .png, .jpeg)\*  
Choose File SampleDoc.pdf

Upload Vaccination Certificate issued from Cowin  
(Less than 1024 KB) (Supported formats: .jpg, .png, .jpeg)\*  
Choose File SampleDoc.pdf

Upload Passport Document  
(Less than 1024 KB) (Supported formats: .jpg, .png, .jpeg)\*  
Choose File SampleDoc.pdf

Upload Visa / Work Permit / Employment Permit / Admission Letter  
(Less than 1024 KB) (Supported formats: .jpg, .png, .pdf)\*  
Choose File SampleDoc.pdf

Aadhaar Number  
956487644823

Name as in Aadhaar  
Joyalatha Chailthodi Puthurkattil

I hereby agree to share my aadhaar no and related data for verification purpose for covid vaccination certificate.

SUBMIT (സൂക്ഷ്മം) (കുറിക്കുക)

14. After clicking the submit button, Your application will be submitted and registered.

hks.kerala.gov.in/index.php/Certificate

Upload ID (Aadhaar Card) Document as given in COWIN  
(Less than 1024 KB) (Supported formats: .jpg, .png, .jpeg)\*  
Choose File SampleDoc.pdf

Upload Vaccination Certificate issued from Cowin  
(Less than 1024 KB) (Supported formats: .jpg, .png, .jpeg)\*  
Choose File SampleDoc.pdf

**You have been registered !!!**

Your certificate will be available for download after official verification and approval.

OK

Aadhaar Number  
956487644823

Name as in Aadhaar  
Joyalatha Chailthodi Puthurkattil

I hereby agree to share my aadhaar no and related data for verification purpose for covid vaccination certificate.

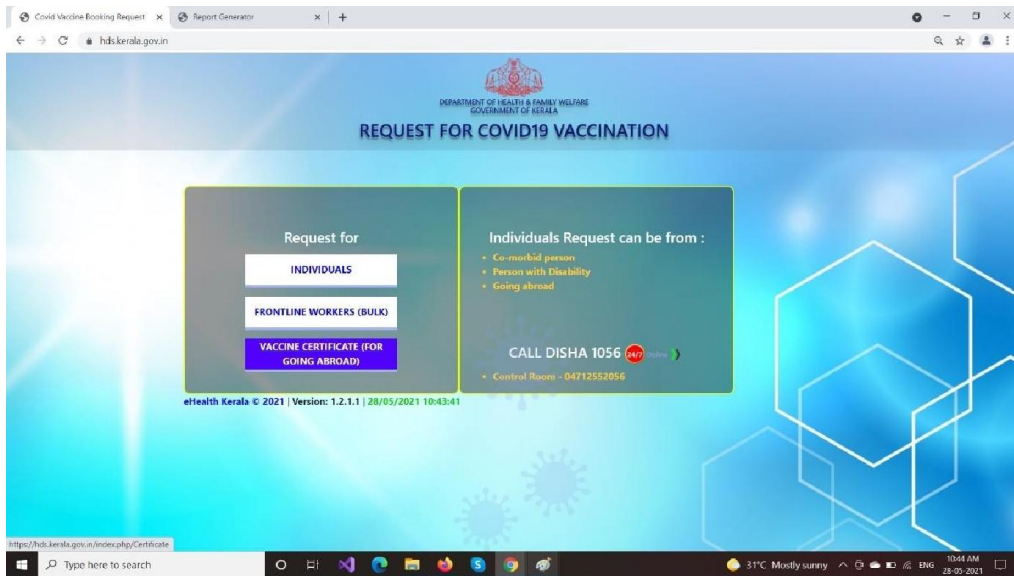
SUBMIT (സൂക്ഷ്മം) (കുറിക്കുക)



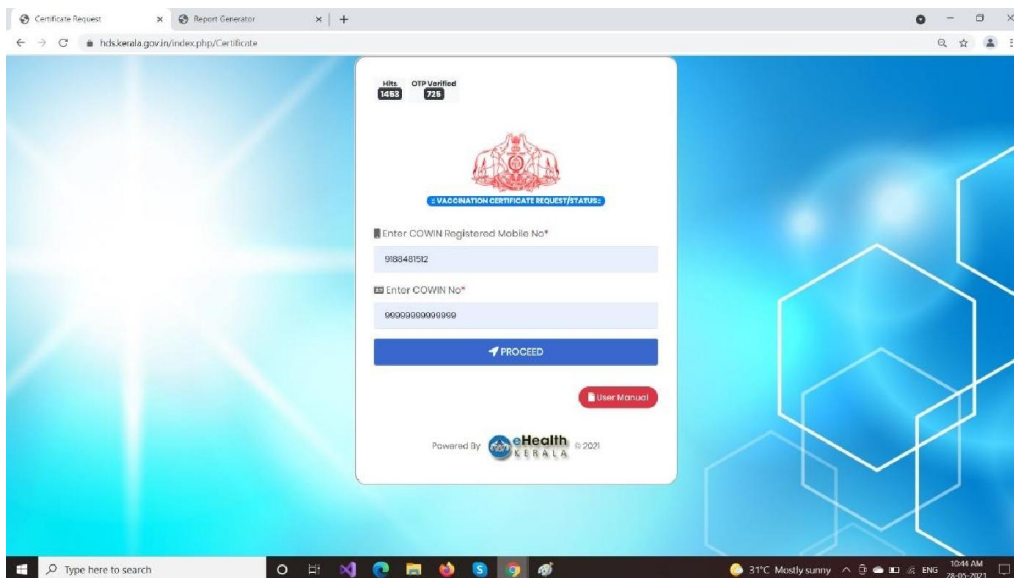


## 5. Covid-19 Vaccination Certificate Download

- Once the certificate request is approved / rejected after official verification an SMS will be send to the registered mobile number mentioning the status of the application. If approved it could be downloaded after login using mobile number and COWIN number



- Enter mobile number and COWIN reference number.



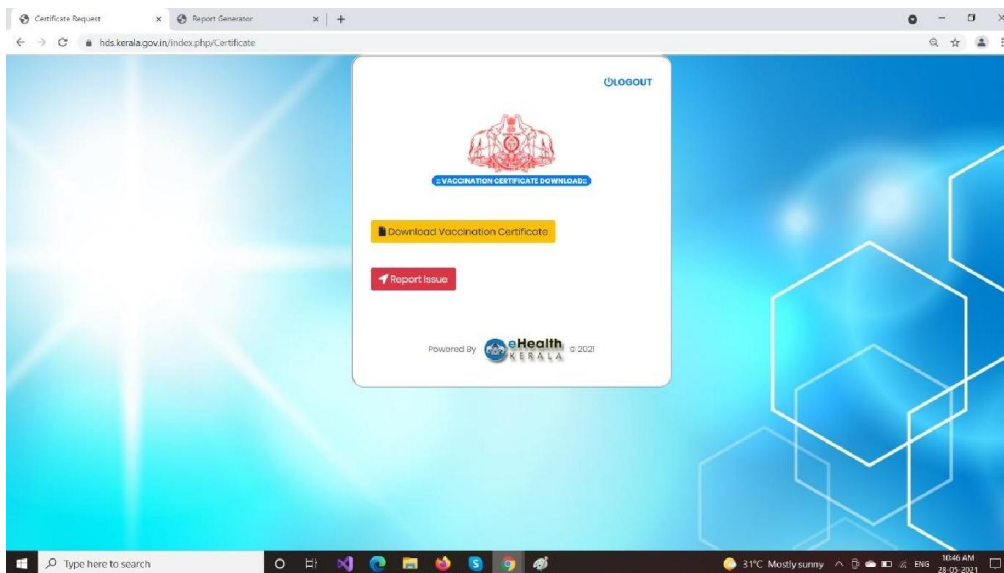


➤ Verify the OTP received.

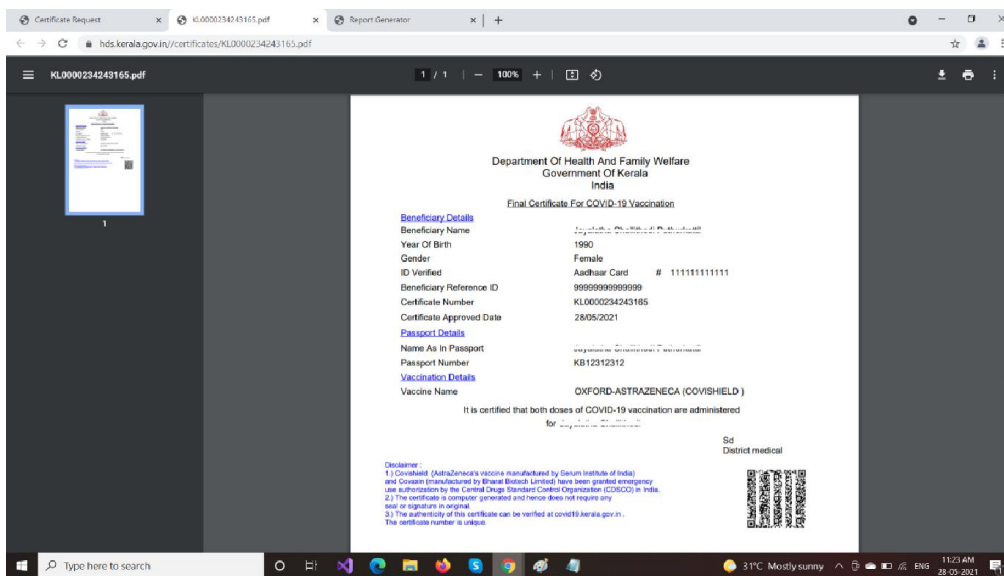
The image displays two sequential screenshots of the eHealth Kerala website's vaccination certificate request process. The top screenshot shows the 'VACCINATION CERTIFICATE REQUEST' page. It features a central white box with the state emblem at the top, followed by the heading 'VACCINATION CERTIFICATE REQUEST'. Below this is a form with the label 'Enter OTP received in your mobile\*' and an input field containing the number '933965'. A blue 'VERIFY' button is positioned below the input field. At the bottom of the box, it says 'Powered By eHealth KERALA © 2021'. The background is a blue gradient with white hexagonal patterns. The bottom screenshot shows the 'VACCINATION CERTIFICATE DOWNLOAD' page. It features a central white box with a green checkmark icon at the top, followed by the heading 'VACCINATION CERTIFICATE DOWNLOAD'. Below this is the message 'OTP Verified !!! Your OTP is successfully verified !!!' and an 'OK' button. A 'LOGOUT' link is visible in the top right corner of the page. The background is a blue gradient with white hexagonal patterns. Both screenshots show a Windows taskbar at the bottom with the system tray displaying '31°C Mostly sunny' and the date '28-05-2021'.



- After OTP verification citizen can download the certificate from the download certificate button.

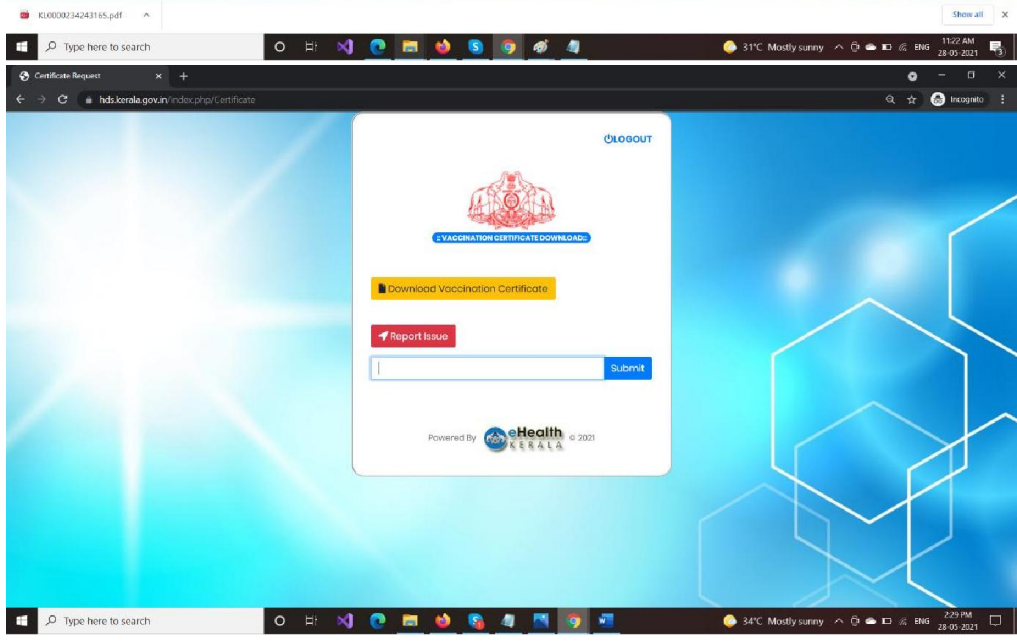
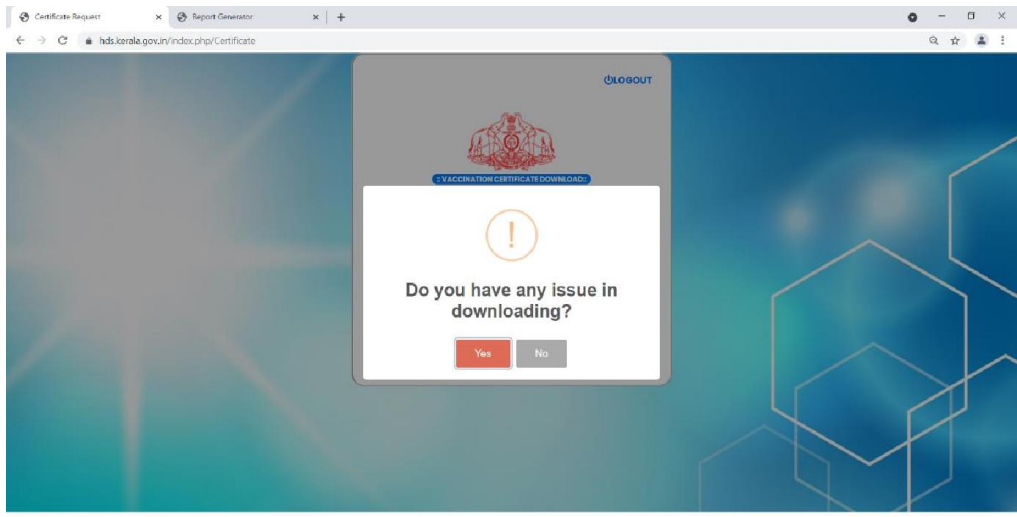


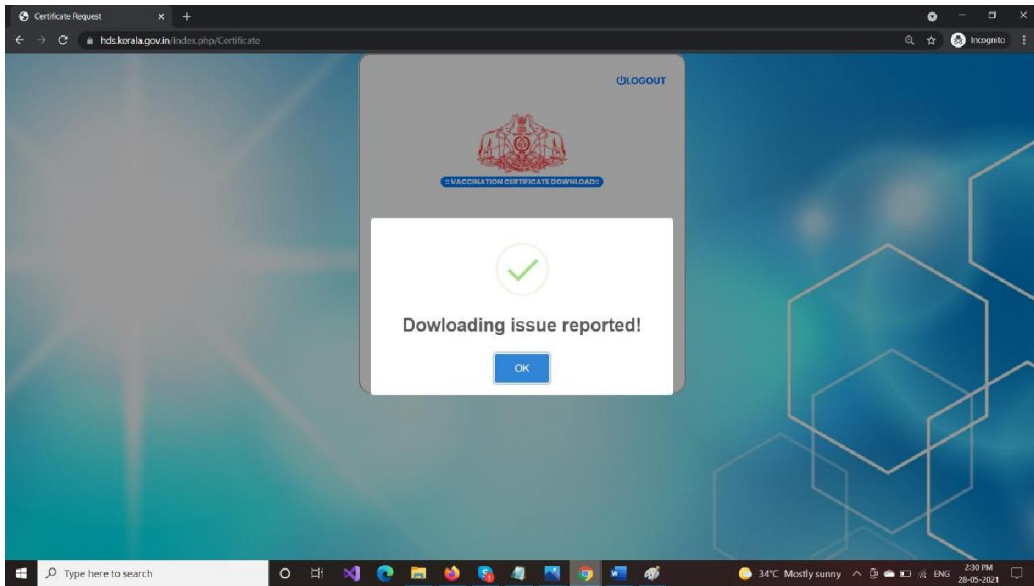
### Certificate Format





- If citizen is not able to download the certificate, he/she can mark as “Report Issue”.
- Citizen can enter the faces issue as brief comment and submit.







**USER MANUAL  
FOR  
COVID-19 VACCINATION  
CERTIFICATE REQUEST  
PROCESSOR**

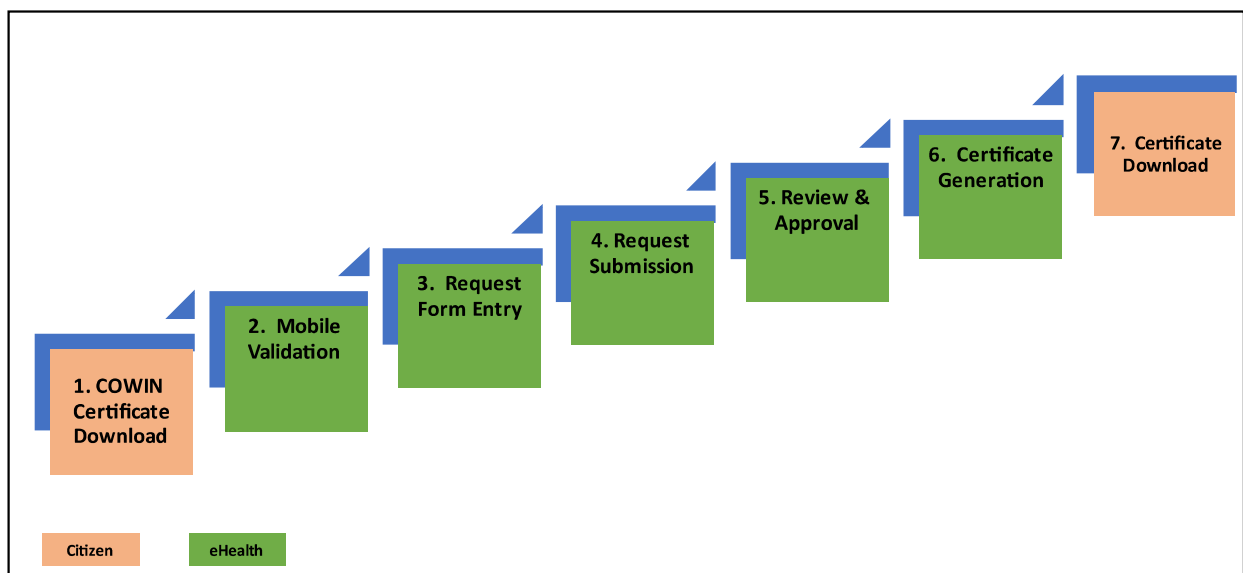


## 1. Overview

Citizen going abroad who needs vaccination completion certificate from Government of Kerala can raise request through this new option. Citizens fill the request form and upload related documents and submit. These request forms will be verified by district team and approved or rejected. Approved certificate can be downloaded from portal.

## 2. Process Flow

### CERTIFICATE REQUEST PROCESS FLOW



27 May 2021

eHealth Kerala

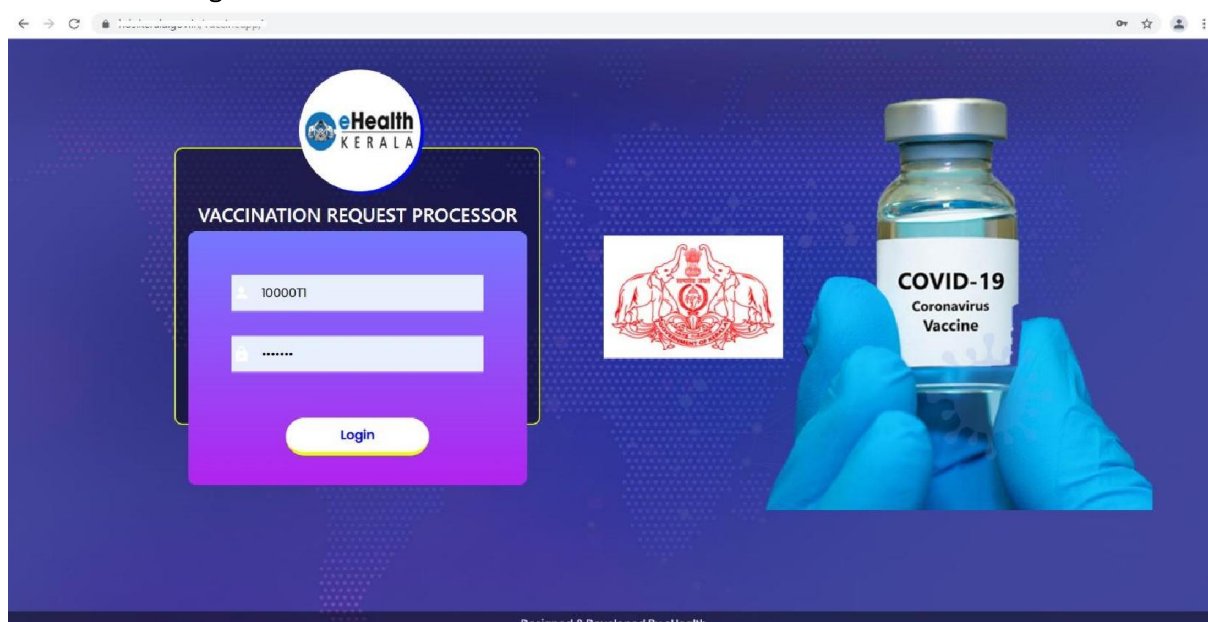
2

1. Citizen going abroad have to download the final certificate from COWIN.
2. eHealth request form will be filled and required documents will be uploaded.
3. District team verify the documents and request details and approve or reject.
4. Certificate will be downloaded by citizen from portal.



### 3. Login

1. Type below URL in any browser in your computer or mobile.  
<https://covid19.kerala.gov.in/vaccineapp/>
2. Login page will be displayed.
3. Separate username and password will be given to certificate request review team in each district.
4. Enter your username and password.
5. Click “Login”







## 4. Pending Certificate Requests

- All vaccination certificate request coming to the district will be listed in this common pool.

**PENDING CERTIFICATE REQUESTS**

SI No.	Requested Date	Name	Year of Birth	Gender	Mobile Number	Cowin Registration Number	Cowin Id Type	Email
1	27/05/2021	JAMES BOND	1989	Male	9447791612	5552222222222	PAN Card	saarth.msi@yahoo.co.in
2	28/05/2021	Maresh V R	1985	Male	9447082150	64456745688766	Aadhaar Card	maresh_vr@yahoo.com
3	28/05/2021	Jayalatha Challithodi Puthurkattil	1990	Female	9188481512	9999999999999	Aadhaar Card	jayaCP@gmail.com

[ADD TO MY LIST](#)

- Each user can add the requests to their "My Certificate Pending List" screen.

**MY CERTIFICATE PENDING LIST**

SI No.	Requested Date	Name	Year of Birth	Age (As on 01/01/2021)	Gender	Mobile Number	Cowin Registration Number	Email	Action
1	27/05/2021	JAMES BOND	1989	32	Male	9447791612	5552222222222	saarth.msi@yahoo.co.in	<a href="#">Open Request</a>
2	28/05/2021	Maresh V R	1985	36	Male	9447082150	64456745688766	maresh_vr@yahoo.com	<a href="#">Open Request</a>
3	28/05/2021	Jayalatha Challithodi Puthurkattil	1990	31	Female	9188481512	9999999999999	jayaCP@gmail.com	<a href="#">Open Request</a>

[TRANSFER ALL REQUEST TO COMMON POOL](#)



## 5. My Certificate Pending List

- User can open each request and verify the uploaded documents with request information's.
- Following verifications to be done:
  - Verify whether submitted information is matching with Cowin Certificate.
  - Verify the submitted information is matching with Passport details.
  - Verify the passport, visa validity, other supporting documents like Admission Letter from a Foreign University, Offer Letter, Work Permit, Employment Letter, Permanent Residency Certificate etc. of foreign countries.
- Once verified and found OK, the user can mark "ID proof matched", "Name matched", "Age matched".

After these three are marked only then status can be selected as approved.

- User can select the status in the action column dropdown. This will have option to "Approve", "Reject", "Pending".
- Notification SMS will be sent to requested citizen.
- All pending requests that is allocated for a user can be moved back to common pool by clicking "Transfer All Requests To Common Pool". You can either submit all applications with updated status or transfer all application back to main list.

Requested Date	Name	Year of Birth	Age (As on 01/01/2021)	Gender	Mobile Number	Cowin Registration Number	Email	Vaccine Name	Action	Rejection Reason
28/05/2021	Jayalatha Challithodi Puthurkattil	1990	31	Female	9188481512	99999999999999	jaysCP@gmail.com	COVISHIELD	Pending	

Select All
  Id Proof Matched
  Name Matched
  Age Matched

**SUBMIT**

**Name as In Aadhaar**: Jayalatha Challithodi Puthurkattil

**CoWin - Id Verified**: 11111111111111

**Aadhaar Card**: [Click here to view 99999999999999\\_1\\_20210528\\_103346.pdf](#)

No Preview Available

**Vaccine Certificate**: [Click here to view 99999999999999\\_2\\_20210528\\_103346.pdf](#)

No Preview Available

**Name In Passport**: Jayalatha Challithodi Puthurkattil

**Passport Number**: KB12312312

**Passport**: [Click here to view 99999999999999\\_3\\_20210528\\_103346.pdf](#)

No Preview Available

**Visa/ Work Permit / Employment Permit / Admission Letter**: [Click here to view 99999999999999\\_4\\_20210528\\_103346.pdf](#)

No Preview Available



Registered Date	Name	Age of Birth	Age	Gender	Mobile No. (10)	Case Registration Number	Email	Location Name	Pincode	Register Reason
22/05/2021	ayun	1000	21	Male	447614944	14711824957	ayun@ngp.com	ayunMS	789012	Register

Gender  Proof/Birth  Name/Status  Age/Status

**Submit**

**Name for Aadhaar**      **Aadhaar Number**  
 2299376

**Click to view Aadhaar PDF**

**Click to view Aadhaar PDF**

**Vaccine Certificate**      **Click to view Vaccine PDF**

**Click to view Vaccine PDF**

**Name for Passport**      **Passport Number**  
 709623325

**Passport**

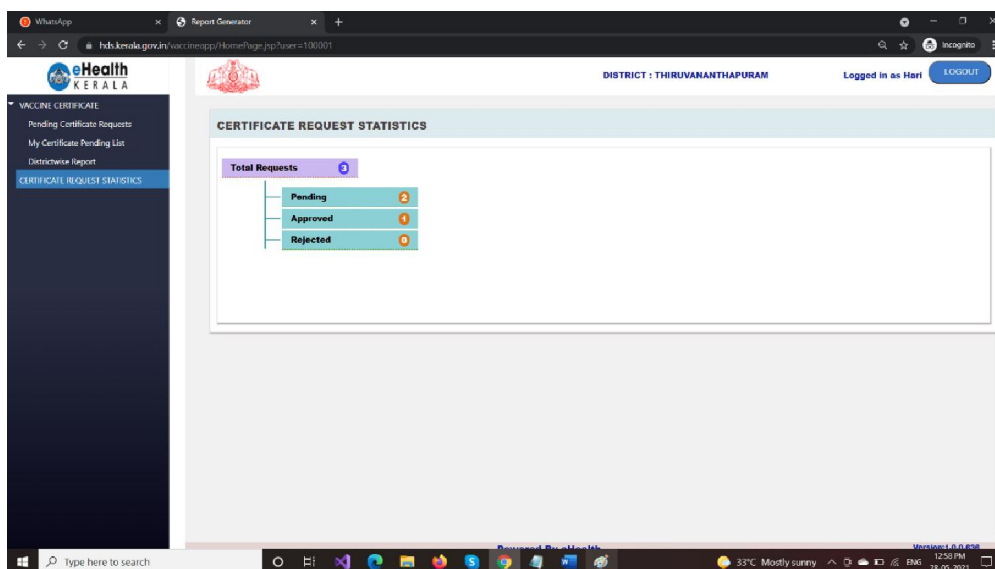
**Click to view Passport PDF**

**Click to view Passport / Employment Passport / Hardship Letter**      **Click to view Vaccine PDF**

**Click to view Vaccine PDF**

## 6. Generate Report

- Option to generate requested date wise report is available.
- Dashboard to analyze total request received and status wise count is available.



## 7. SMS Notifications

- SMS will be sent to requested citizen once request is approved or rejected by district health team.

**Annexure IV**

**Provisional Certificate for Covishield 2<sup>nd</sup> Dose**

<b>Beneficiary Details</b>		
Name		
Age		
Gender		
Passport Number		
Cowin Reg No.		
<b>Vaccination Details</b>		
Dose	<u>Date of administration</u>	<u>Place of administration (CVC Name)</u>
Dose 1		
Dose 2		
Batch No (Dose 2)		

Name of the Medical Officer issuing certificate:

Designation:

Signature of Medical officer

Office Seal

*\* This certificate is issued for the purpose of applying for State Issued COVID 19 vaccination certificate only.*

## Annexure V

### Frequently asked Questions

#### 1. Who can apply for State Issued COVID 19 Vaccination Certificate?

- a) Any beneficiary (>18 years) who has taken COVID 19 vaccine (Covishield/ Covaxin) and now wants Passport number to be included in the certificate for the purpose of travelling abroad can apply.
- b) Any beneficiary who has taken Covishield, but wants the vaccine name documented as “Oxford-Astrazeneca” vaccine, as per the policy of visiting country.
- c) A beneficiary can apply for final/provisional certificate based on the current vaccination status

#### 2. How can I get the State Issued COVID 19 Vaccination Certificate?

For getting the certificate please apply for the same at <https://covid19.kerala.gov.in/vaccine/> Detailed steps are given in Annexure II.

#### 3. Will I get the certificate as soon as the application is submitted?

No. Once the application is submitted, it will be verified by the District Medical Officer. Once the application is approved, certificate can be downloaded.

#### 4. How will I know that the certificate is Issued?

Once the application is approved, you will get an SMS alert in the registered mobile number notifying the same. After that you can download the certificate from <https://covid19.kerala.gov.in/vaccine/>

#### 5. What should I do if my application is rejected?

If the application is rejected, then you will receive an SMS alert saying the reason for rejection. You may then do the necessary correction and reapply, if eligible.

#### 6. I have taken Covshield Dose 1, but have not completed 84 days since then. But my visiting country is demanding Vaccination completion certificate. Can I get my 2<sup>nd</sup> Dose earlier?

Yes, State government has decided to give the second dose of Covishield in such cases as per the previous schedule ie at 4-6 weeks interval.

**7. What should I do to get my 2<sup>nd</sup> dose earlier?**

You must apply for priority vaccination at <https://covid19.kerala.gov.in/vaccine/>. Documents proving the immediate travel must be uploaded during the time of application.

**8. Will I get a Final certificate from CoWIN if I take 2<sup>nd</sup> dose of Covishield earlier?**

No, final certificate from CoWIN will not be generated in such cases, at this point of time, as the current guideline is to give two doses 12-16 weeks apart. Instead, you will be given State Issued COVID 19 certificate. However, if Ministry makes provisions for marking the second dose before 84 days in CoWIN for people going abroad, this can be facilitated.

**9. How can I get my State Issued certificate in case I took my second dose earlier?**

You must put up another request at <https://covid19.kerala.gov.in/vaccine/> for getting the certificate after taking Dose 2. The provisional certificate issued by medical officer at the time of administration of Dose 2 in the format given in Annexure IV, must also be uploaded in such cases.

**10. I have taken first dose of Astrazeneca vaccine from abroad and have now completed 84 days after first dose. Can I take second dose from State now?**

Yes , you can take second dose of Covishield from State. At the vaccination centre, you will be registered for Dose 2 and details of first dose will be captured in CoWIN and you will get a final certificate from CoWIN once current vaccination is marked.

**11. I have taken first dose of Astrazeneca vaccine from abroad and have not completed 84 days after first dose. Can I take second dose before 84 days as completion of schedule is mandatory for return travel?**

Yes, you can take second dose of Covishield from State. Please apply for priority vaccination with documents of first dose,as said in Question 7 and later apply for certificate as said in Question 9. CoWIN certificate will not be generated in this case.