

## **HOW TO REQUEST AN IMMUNIZATION RECORD FROM CIRTS**

**Connecticut Immunization Registry and Tracking System (CIRTS)** is the statewide childhood immunization registry, operated by the CT Department of Public Health (DPH).

**Immunization data from CIRTS can only be released to the following:**

- the pediatric provider of the child; the Director of Health of the town/district in which the child resides and any outreach staff duly designated by the Director of Health to track children late for immunizations; the school nurse of the child; the child's parent (unless the parent's rights have been terminated pursuant to a court order) or legal guardian.
- **Only with the written permission of the child's parent/legal guardian can CIRTS release immunization data to anyone who does not meet the regulations listed above for access.**

✚ **Parents** can call **CIRTS at (860) 509-7929** to request their child's **Official Immunization Certificate**, needed for daycare, camp, school, and when transferring to a new doctor/clinic.

✚ **Daycare staff** can send a **FAX to (860) 509-8370** to request a child's immunization record with a Signed Release of Information from their parent.

- **CIRTS Release of Information in English-Spanish** (pdf) is on our DPH website: [http://www.ct.gov/dph/lib/dph/infectious\\_diseases/immunization/cirts/cirts\\_release\\_of\\_confidential\\_info\\_-\\_eng-span.pdf](http://www.ct.gov/dph/lib/dph/infectious_diseases/immunization/cirts/cirts_release_of_confidential_info_-_eng-span.pdf)
- Or you may use your daycare's release of information form.

✚ All children born in CT are automatically enrolled unless the parent opts out. A child born outside of CT can be manually enrolled. CIRTS Enrollment Forms are available on our DPH website at: <http://www.ct.gov/dph/cwp/view.asp?a=3136&Q=388412&PM=1#4>

How can I enroll my child if he or she is not currently in CIRTS?

- [Click here](#) for an English CIRTS Enrollment form.
- [Click here](#) for a Spanish CIRTS Enrollment form.
- [Click here](#) for an Albanian CIRTS Enrollment form.
- [Click here](#) for an Arabic CIRTS Enrollment form.
- [Click here](#) for a Chinese CIRTS Enrollment form.
- [Click here](#) for a Creole CIRTS Enrollment form.
- [Click here](#) for a French CIRTS Enrollment form.
- [Click here](#) for a Hindi CIRTS Enrollment form.
- [Click here](#) for a Polish CIRTS Enrollment form.
- [Click here](#) for a Portuguese CIRTS Enrollment form.
- [Click here](#) for a Russian CIRTS Enrollment form.

Send the completed form to:

**Mail:** Department of Public Health, Immunization Program  
410 Capitol Avenue, MS# 11MUN  
Hartford, CT 06134  
**Or Fax:** (860) 509-8370

