



# **DelVAX Public Access Portal**

DelVAX is a confidential online computer system used statewide by doctors, nurses, schools to keep track of their patient/student's immunizations. Through the Public Access Portal Website:

- Parents and legal guardians can print official immunization records for their child/children (ages 0 through 17 years) and
- Adults (ages 18 years and over) can print an official immunization record for themselves.

### Easy Steps to Finding a Record Through the Public Access Portal

- Visit the DelVAX Public Access Portal at:
  <a href="https://delvax.dhss.delaware.gov/delvax\_public/Application/PublicPortal">https://delvax.dhss.delaware.gov/delvax\_public/Application/PublicPortal</a>
- Enter the last name, first name, date of birth\*, gender, and relationship to the person whose record you are searching for. Choose either "Text" or "Email" and proceed to enter the cell phone number or email address and click "Search".
- Once the record is found, click "Request Code to Access Immunization Record".
- You will receive an access code via text or email to enter on the "Verification Code" screen. Click "Verify" once the access code has been entered.
- Print and/or save the Official Immunization Record (Adobe.PDF format)
- Please allow 1-3 business days for records to be updated in DelVAX.
- Responses to emails and calls received after normal business hours and on weekends may take up to 48 hours to occur.

Feel free to contact the Immunization Program at 800-282-8672 or email at <a href="mailto:DelVAX@delaware.gov">DelVAX@delaware.gov</a> if:

- Your doctor's office is not entering immunizations into DelVAX (Delaware law requires that <u>all</u> immunizations given in Delaware be reported in DelVAX).
- You experience any trouble accessing the DelVAX Public Access Portal, or
- You have questions or concerns.

The security and protection of patient records is our highest priority DelVAX uses two-factor authentication via text messaging or email to validate patient, parent, or guardian access. DelVAX Public Access Portal is a free service provided by the Delaware Division of Health Immunization Program.

#### \* How to Select Date of Birth on Mobile Devices

# Using an Android (with Google Chrome)

- Click the year in the upper left of the blue date bar.
  - a. From the year list, scroll to the year of birth and click on the year.
  - The year on the calendar view will update.
- Click on the arrows next to the month and year to scroll to the birth month.
- 3. Click on the date.
- 4. Click Set.



### Using an iPhone (Safari)

- Click the month and year in the upper left of the date bar.
  - a. From the month list, scroll to the month of birth and click on the month.
  - From the year list, scroll to the year of birth and click on the year.
  - c. The month and year on the calendar view will update.
- You can also click on the arrows next to the month and year to scroll to the birth month.
- 3. Click on the date.
- 4. Click OK.

