

Certificate of Exemption FAQ

How are schools notified of an approved Certificate of Exemption?

- It is the parent/guardian's responsibility to ensure an approved copy of the exemption certificate is filed with the child's school
- School Nurses can access the NMSIIS immunization registry to view approved exemptions and print the exemption letter

What is required when submitting a Certificate of Exemption?

- Completed Certificate of Exemption form
 - All fields, including school information, must be completed
 - Notary public must notarize the form
- Required information included (i.e. physician's affidavit or a written affirmation)

What communication does the parent/guardian receive from the Immunization Program?

- Approved exemption certificate- a copy of the approved exemption certificate is mailed to the address provided on the form
- Disapproved exemption certificate- a letter identifying the disapproval reason and a new Certificate of Exemption is mailed to the address provided in the form

Why would a parent/guardian not receive any communication on the status of their Certificate of Exemption?

- An undeliverable or incomplete mailing address was provided
- The Immunization Program did not receive the form
 - Certificate of Exemptions must be mailed or delivered to the address provided on the form

What are the common disapproval reasons?

Below are reasons why a Certificate of Exemption would be disapproved:

- Incomplete certificate
- Outdated form- **Effective March 3, 2015** prior certificate versions will no longer be accepted.
- A copy of the certificate is received. Only an original certificate with original signatures will be accepted.
- The Certificate is not signed/dated by the parent/guardian, or the parent/guardian did not sign the Certificate on the same date as the date notarized.
- The Certificate is not notarized
- Missing affidavit, certificate or written affirmation
 - Requesting a medical exemption without an affidavit or certificate from a duly licensed physician
 - Provide a written affirmation

What happens after a Certificate of Exemption is disapproved?

- A new Certificate of Exemption form will need to be completed and submitted

How are exemptions processed?

- Exemptions are processed in the order they are received