



USER MANUAL FOR COVID-19 VACCINATION CERTIFICATE REQUEST

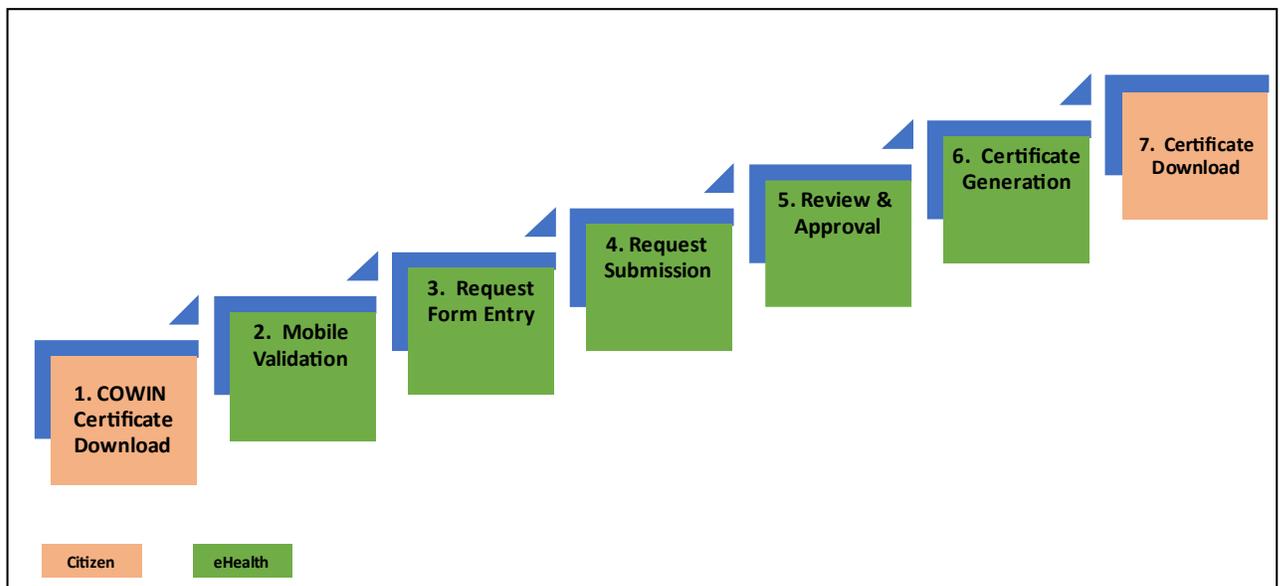


1. Overview

Citizen going abroad who needs vaccination 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



27 May 2021

eHealth Kerala

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

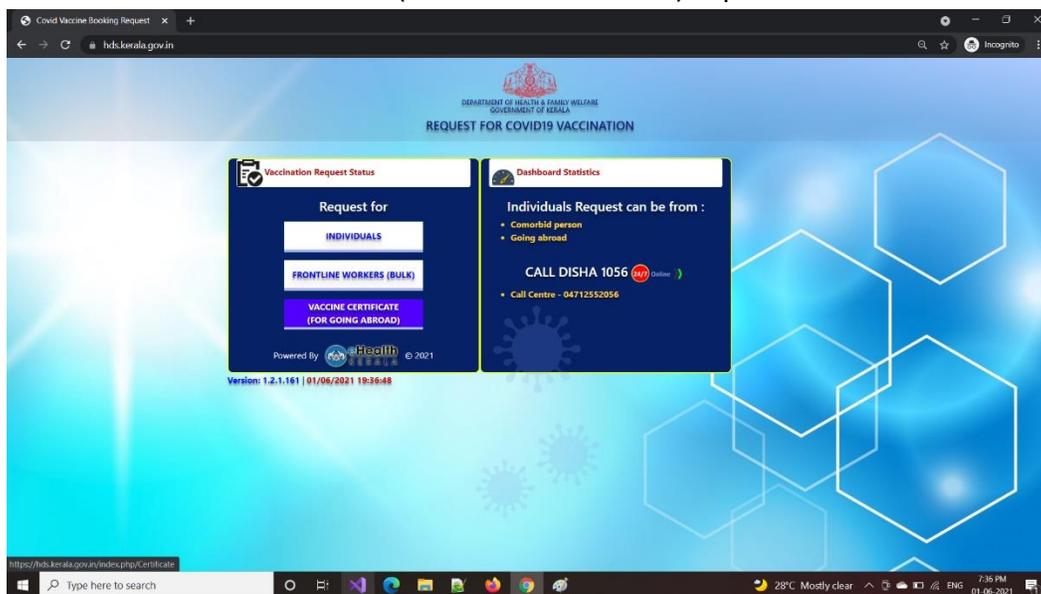


3. Pre-requisites

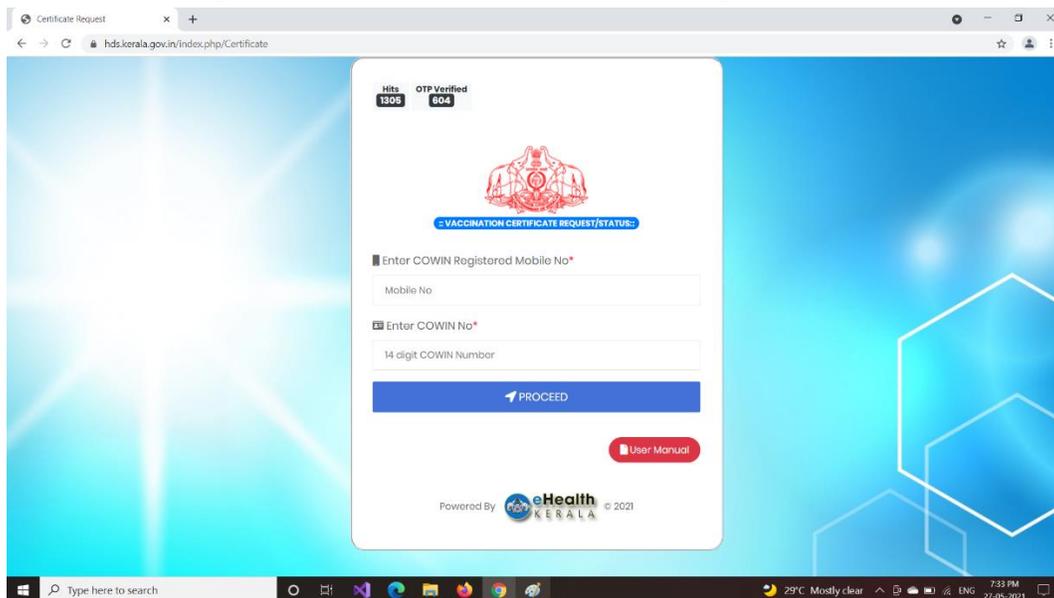
1. COWIN Vaccination Certificate
2. Travel documents like Passport, Visa, Admission Letter from a Foreign University, Offer Letter, Work Permit, Permanent Residency Certificate etc. of foreign countries as the case may be.

4. Covid-19 Vaccination Certificate Request

1. Type below URL in any browser in your computer.
<https://covid19.kerala.gov.in/vaccine/>
2. Select “VACCINE CERTIFICATE (FOR GOING ABROAD)” option.

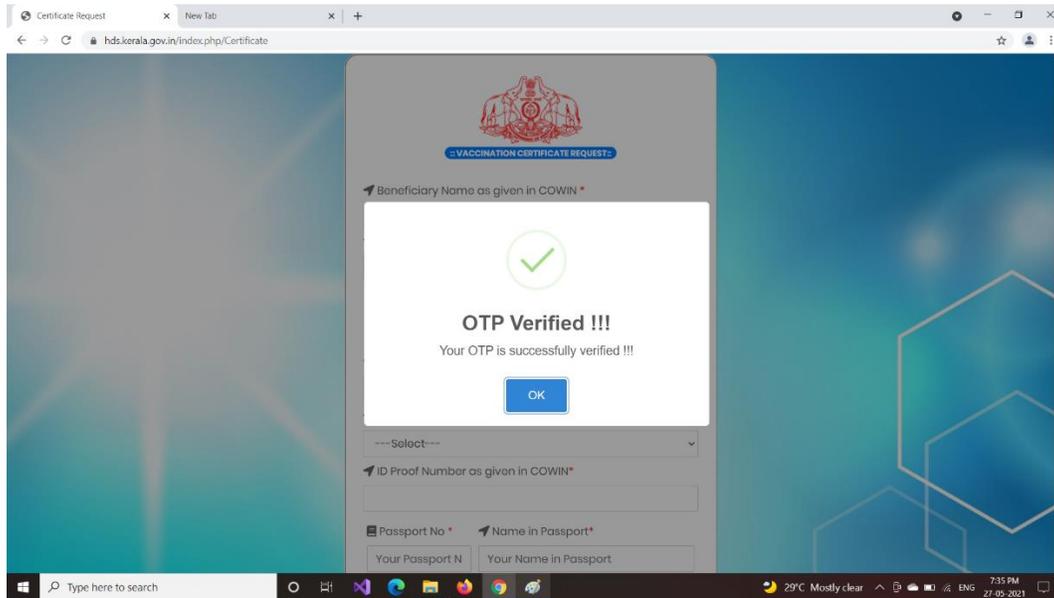


3. Enter COWIN registered mobile number and COWIN registration number.

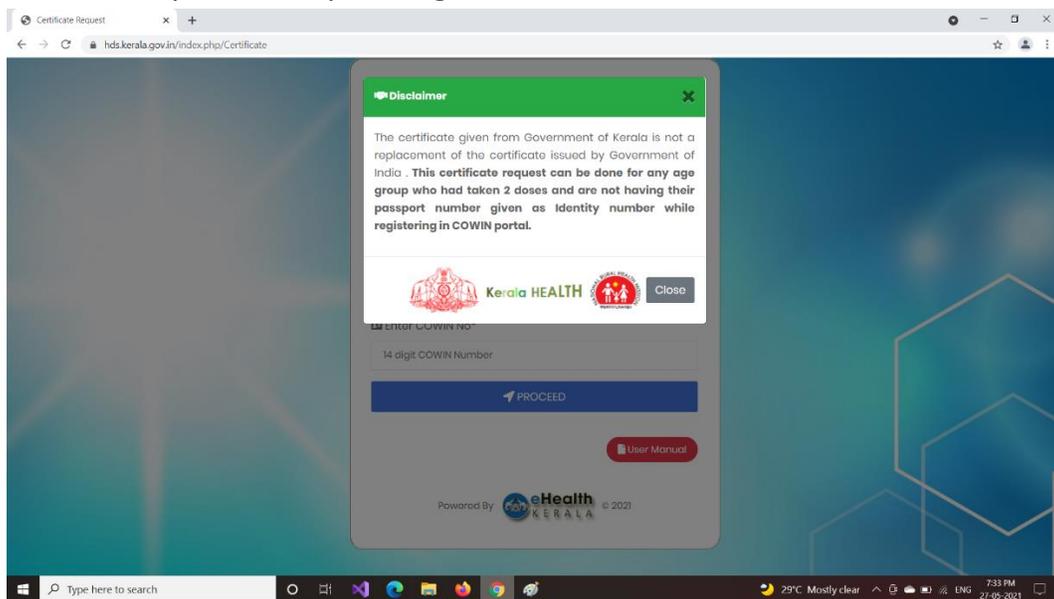




4. Enter OTP and Validate



5. If successfully validated, you will get the below screen.



6. Read the direction and click the close button.

7. Fill request form

- a. Select the dose for which certificate is required.
- b. Enter name as in COWIN.
- c. Enter COWIN Ref ID
- d. Select gender and year of birth.
- e. Select the name of vaccine administered to you as in COWIN Certificate.
- f. Select the ID proof as mentioned in COWIN.



- g. Enter the ID Proof No
- h. Enter Passport Number and Name as in Passport.
- i. Enter your district and email id.
- j. Upload the ID Proof (as selected in (b) above)
- k. Upload your COWIN certificate, downloaded from <https://selfregistration.cowin.gov.in>
- l. Upload relevant pages of Passport as a single document
- m. 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.
- n. Click Get OTP.

VACCINATION CERTIFICATE REQUEST:

Applying for Certificate*
Dose 2 (Final)

Beneficiary Name as given in COWIN *
Arjun Chandran

COWIN Ref No *
22222222222222

Gender *
Male

Year of Birth *
1990

Vaccine Name *
COVISHIELD(Oxford-AstraZeneca)

Given ID Proof in COWIN*
Driving License

ID (Driving License) Number as given in COWIN*
KL512342010

Passport No *
Your Passport N

Name in Passport*
Your Name in Passport

District *
---Select---

Email
Your Email ID

Upload **ID (Driving License) Document as given in COWIN**
(Less than 1024 KB) (Supported formats: JPG/JPEG/PDF)*
Choose File No file chosen

Upload **Final Certificate** issued from Cowin. (PDF/JPG
Less than 1024KB)*
Choose File No file chosen

Upload **Passport Document**
(Less than 1024 KB) (Supported formats: JPG/JPEG/PDF)*
Choose File No file chosen

Upload **Visa / Work Permit / Employment Permit / Admission Letter**
(Less than 1024 KB) (Supported formats: JPG/JPEG/PDF)*
Choose File No file chosen

I hereby agree to share my passport no, identity proofs and any other related data for verification purpose for covid vaccination certificate.

GET OTP



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

The image displays two sequential screenshots of a web browser showing the 'Certificate Request' form on the website [hds.kerala.gov.in](https://hds.kerala.gov.in/index.php/Certificate). The browser window title is 'Certificate Request' and the address bar shows the URL.

Top Screenshot: The form contains several upload fields, each with a 'Choose File' button and a placeholder 'SampleDoc.pdf':

- Upload **ID (Driving License)** Document as given in **COWIN** (Less than 1024 KB) (Supported formats: JPG, JPEG, PDF)*
- Upload **Final Certificate** issued from Cowin. (PDF, JPG Less than 1024KB)*
- Upload **Passport Document** (Less than 1024 KB) (Supported formats: JPG, JPEG, PDF)*
- Upload **Visa / Work Permit / Employment Permit / Admission Letter** (Less than 1024 KB) (Supported formats: JPG, JPEG, PDF)*

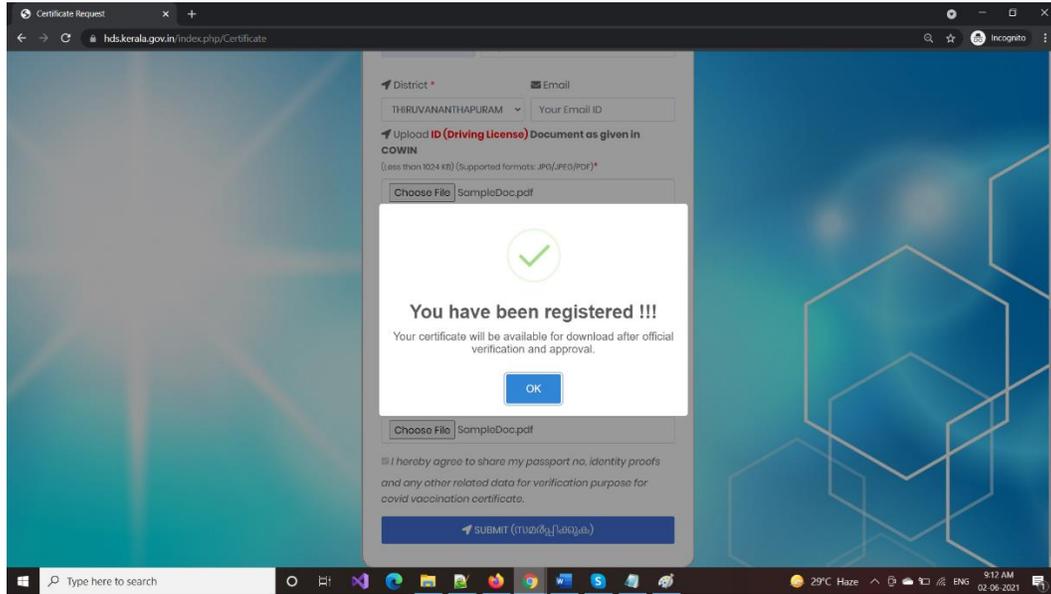
Below the upload fields, there is a checkbox: I hereby agree to share my passport no, identity proofs and any other related data for verification purpose for covid vaccination certificate.

There is a field for 'Enter OTP Number (ഒട്പ നമ്പർ നൽകുക)'. The input contains 'Enter 6 digit OTP number received'. A blue button labeled 'VERIFY OTP' is visible at the bottom of the form.

Bottom Screenshot: This screenshot shows the form after the OTP verification step. A 'District *' dropdown menu is set to 'THIRUVANANTHAPURAM' and an 'Email' field contains 'Your Email ID'. The 'SUBMIT' button is now enabled and labeled 'SUBMIT (തൃവ്യാപനം)'. The rest of the form fields and the agreement checkbox remain the same as in the top screenshot.

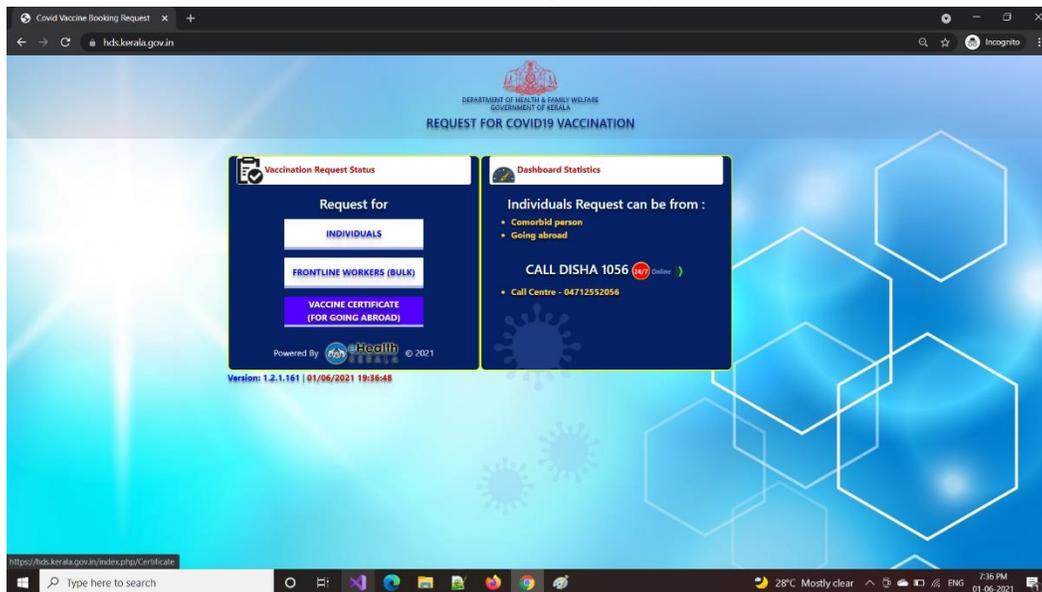


9. After clicking the submit button, Your application will be submitted and registered.



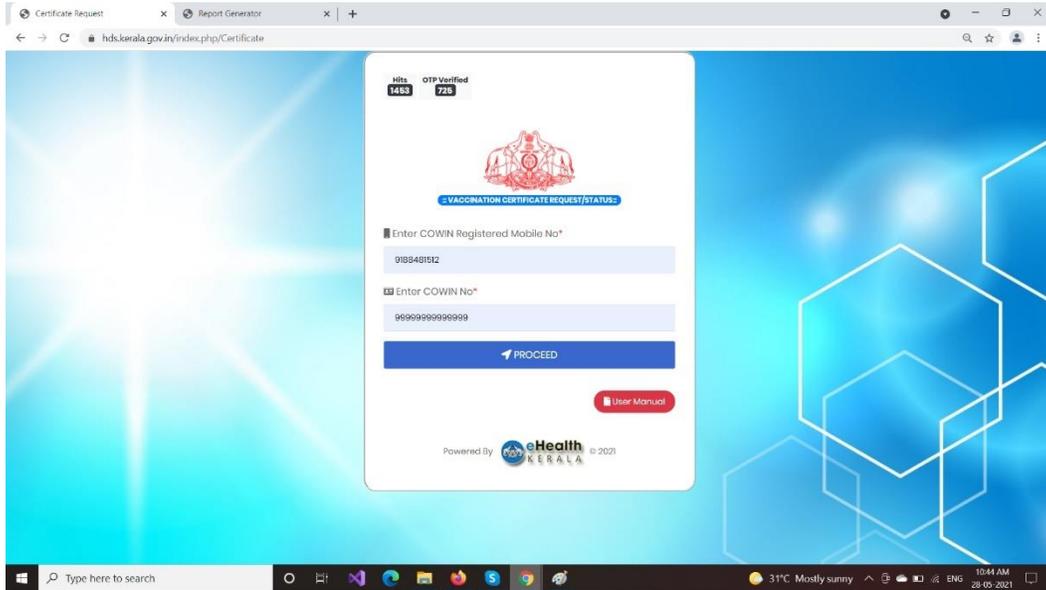
5. Covid-19 Vaccination Certificate Download

- 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

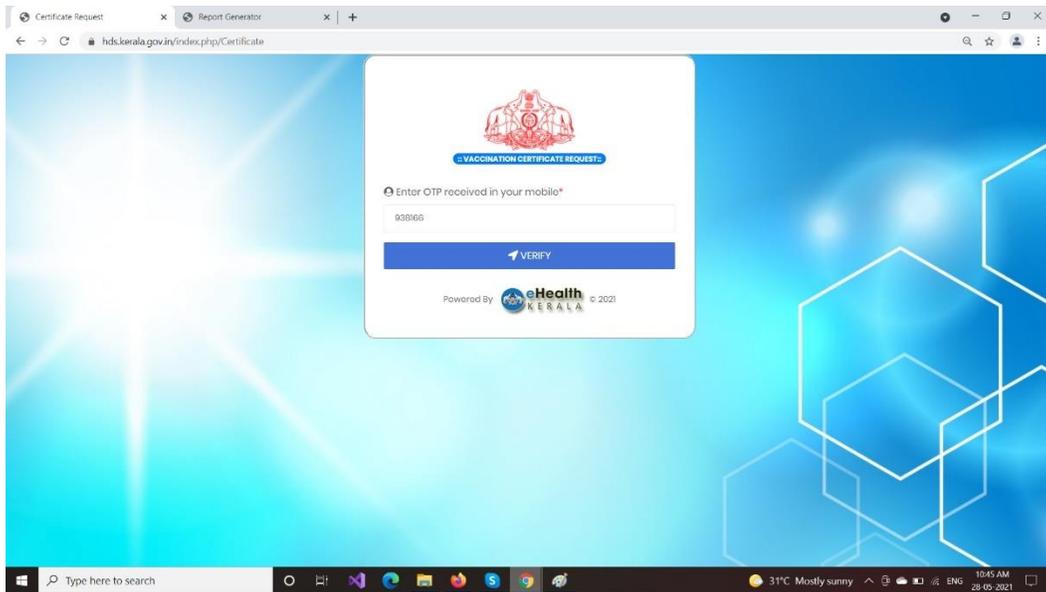


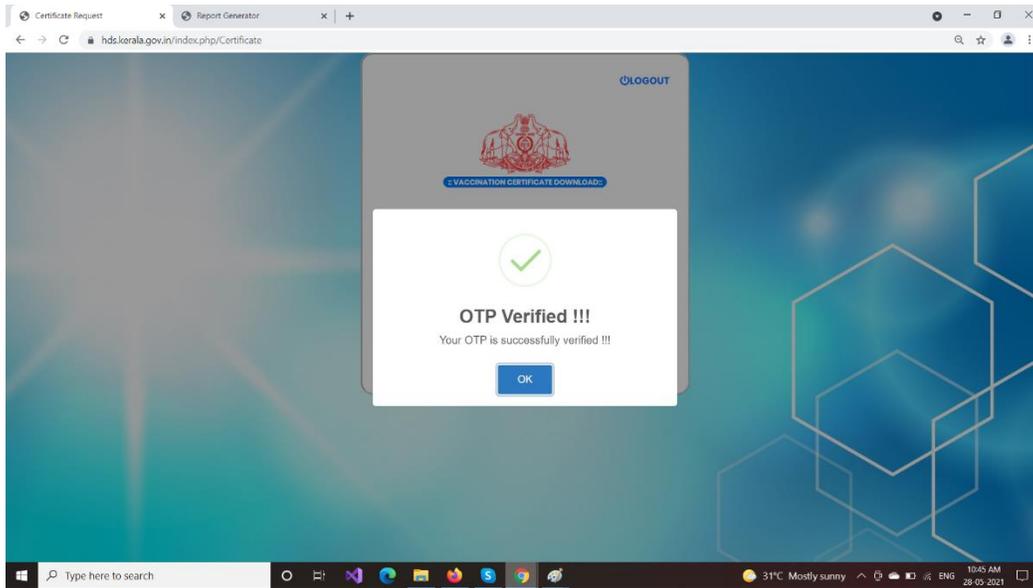


➤ Enter mobile number and COWIN reference number.

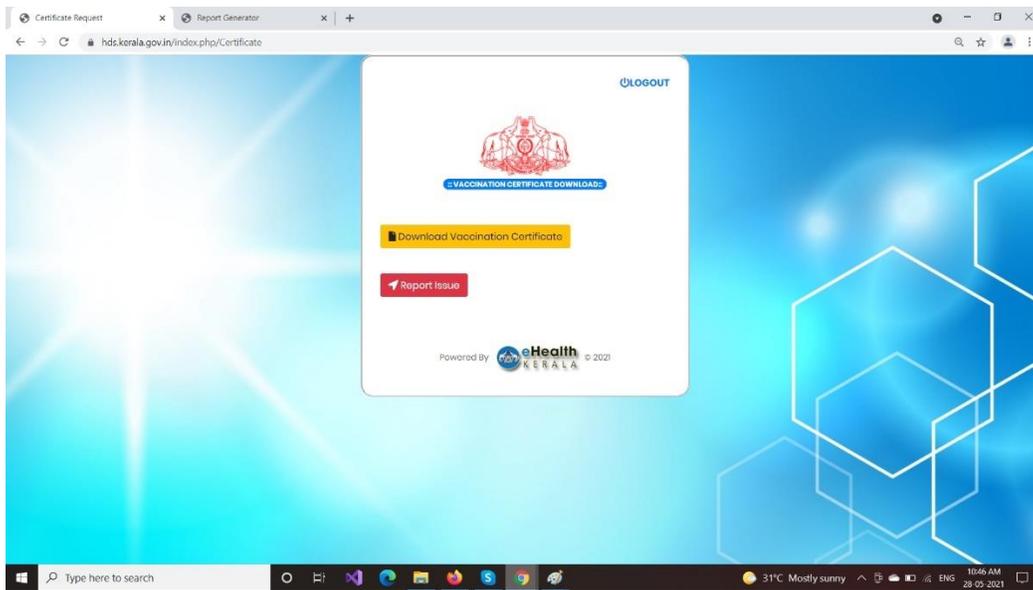


➤ Verify the OTP received.



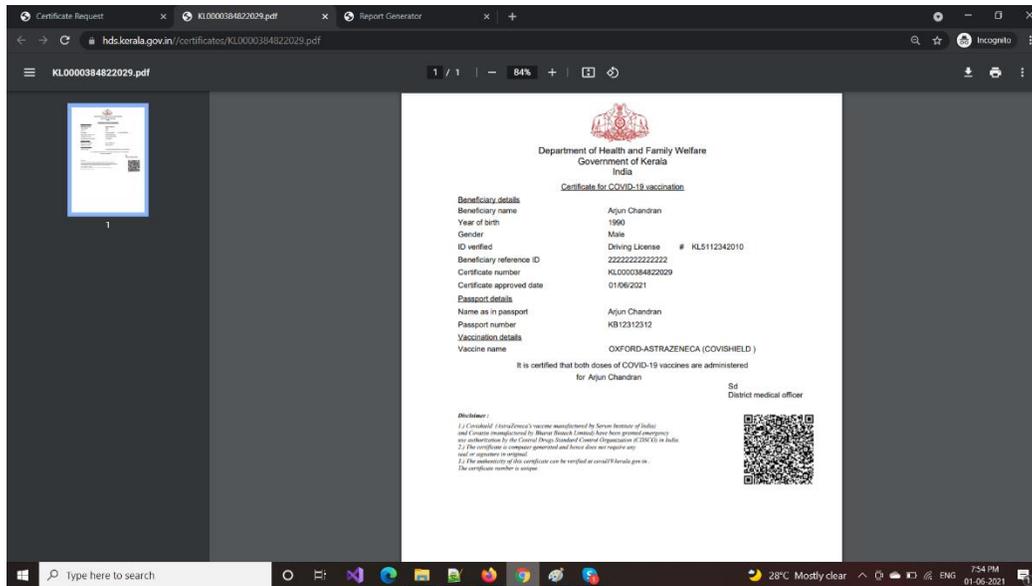


- After OTP verification citizen can download the certificate from the download certificate button.

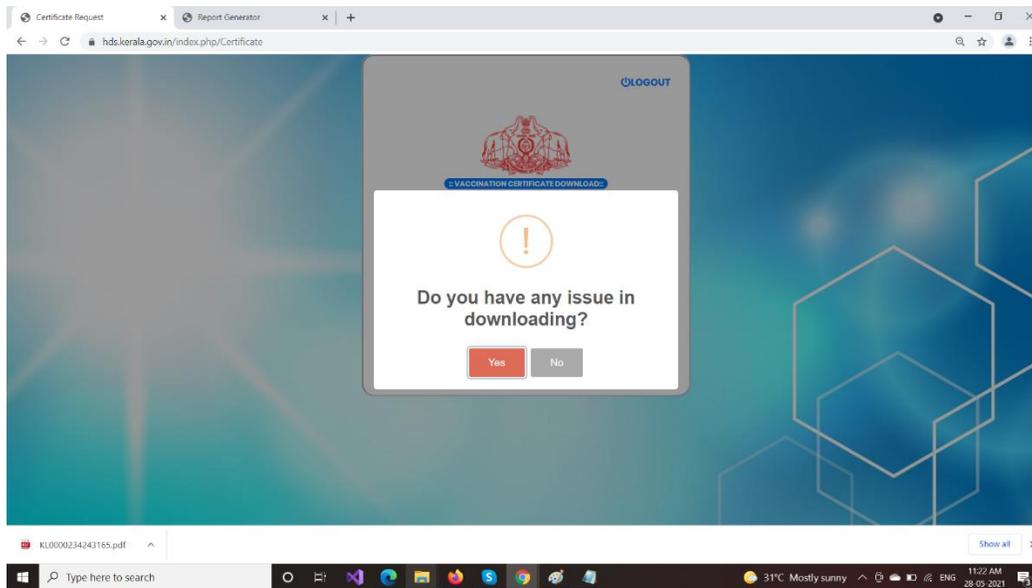




Certificate Format



- 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.





The image displays two sequential screenshots of the eHealth KERALA 'Certificate Request' web application. The top screenshot shows the main interface with a 'Report Issue' button and a text input field. The bottom screenshot shows a confirmation message: 'Downloading issue reported!' with an 'OK' button. The browser address bar in both screenshots is 'hds.kerala.gov.in/index.php/Certificate'. The Windows taskbar at the bottom shows the date as 28-05-2021 and the time as 2:29 PM.