

DHS Rule 2 Licensed Child Cares and MIIC

DHS Rule 2 licensed child cares (family child cares) can access MIIC immunization records by calling the MIIC Record Request Line at 651-201-3980, or by having parents/guardians of the children in their care fill out an online request.

Option 1: Phone

MDH staff will ask for the provider's DHS rule 2 license number for verification. MDH will verify the license number with DHS while on the phone.

The provider can provide the list of children's information (first name, last name, date of birth) over the phone to MDH records request staff and will then be sent records via encrypted email, fax or via U.S. mail. Family child care providers should not email a list of children to MDH, unless they can send an encrypted email.

The phone line is staffed Monday through Friday, from 8:00 a.m. to 4:30 p.m. Phone messages will be returned within two business days.

Option 2: Online

Family child care providers can send parents/guardians to [Find My Immunization Record \(www.health.state.mn.us/people/immunize/miic/records.html\)](http://www.health.state.mn.us/people/immunize/miic/records.html) for options on how to access their child's MIIC immunization record.

The online form allows parents/guardians to specify where they wish the record to be sent. Family child care providers can encourage parents to use this online form to have records sent to the provider. Online Requests are fulfilled within five business days.

Family child care providers can contact the [MIIC Help Desk \(health.miichelp@state.mn.us\)](mailto:health.miichelp@state.mn.us) with any questions.

Minnesota Department of Health
Minnesota Immunization Information Connection (MIIC)
PO Box 64975
St. Paul, MN 55164-0975
651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/miic

05/23/2024

To obtain this information in a different format, call: 651-201-5207.