

Medgar Evers College Vaccination Site

Instructions for Eligible Brooklyn Residents

How to Schedule an Appointment:

By Phone: To make an appointment by phone, call the NYS COVID-19 Vaccine Hotline at **1-833-697-4829** (the hotline is open from 7am to 10pm, 7 days a week). They will ask you some questions to confirm you are eligible for the vaccine, and then work with you to schedule an appointment at a time that is convenient. You can tell the call center agent you want to get an appointment at Medgar Evers College.

Online: To register online, use the [Am I Eligible tool](#) (click [HERE](#) or go to www.ny.gov/vaccine). On the Am I Eligible tool, fill out your information. If you are eligible, you will see locations where you can schedule a vaccine appointment listed out by proximity to your address. Select Medgar Evers College, and complete the process on the online scheduling system until your appointment is confirmed.

What To Do Once You Have An Appointment:

- 1. Make sure to bring your confirmation barcode.** Once you have successfully scheduled an appointment by phone or online, you will receive a confirmation email that contains a barcode. This is important. You need to bring this to your appointment (either printed out or on your phone).
- 2. Complete the NYS COVID-19 Vaccine Form.** Once you have a confirmed appointment, you must complete the [New York State COVID-19 Vaccine Form](#) (www.ny.gov/vaccineform). This form should be filled out online and you will receive a submission ID indicating completion. You will also need to bring the submission ID to your appointment. If you cannot submit the form online, it will be available at the vaccination site.
- 3. Bring proof of eligibility to your appointment.** Depending on your eligibility category, proof can include an employee ID card, a letter from an employer or affiliated organization, a pay stub, a driver's license, passport, or any legal proof of your date of birth and residency. For the Medgar Evers College site, you must bring proof that you live in one of the qualifying ZIP codes. You must either (1) provide one of the following: State or government-issued ID; consulate ID (if New York address is displayed); Statement from landlord; Current rent receipt or lease; Mortgage records; or (2) provide two of the following: Statement from another person; Current mail; School records. At the time of your appointment, you'll be asked a series of clinical questions to ensure readiness for a vaccine. You will be asked for insurance information BUT the vaccine is free and there will never be a charge to you. This information is for administrative use only.
- 4. Your second dose appointment will be scheduled automatically when you receive your first vaccine dose.** Your second appointment will be scheduled for the same time and at the same location, three weeks following your first dose. You will receive a card onsite with the date and time indicated and a confirmation email will follow a few days later. Please keep in mind when scheduling your first appointment that your second appointment will occur at the same time of day.

