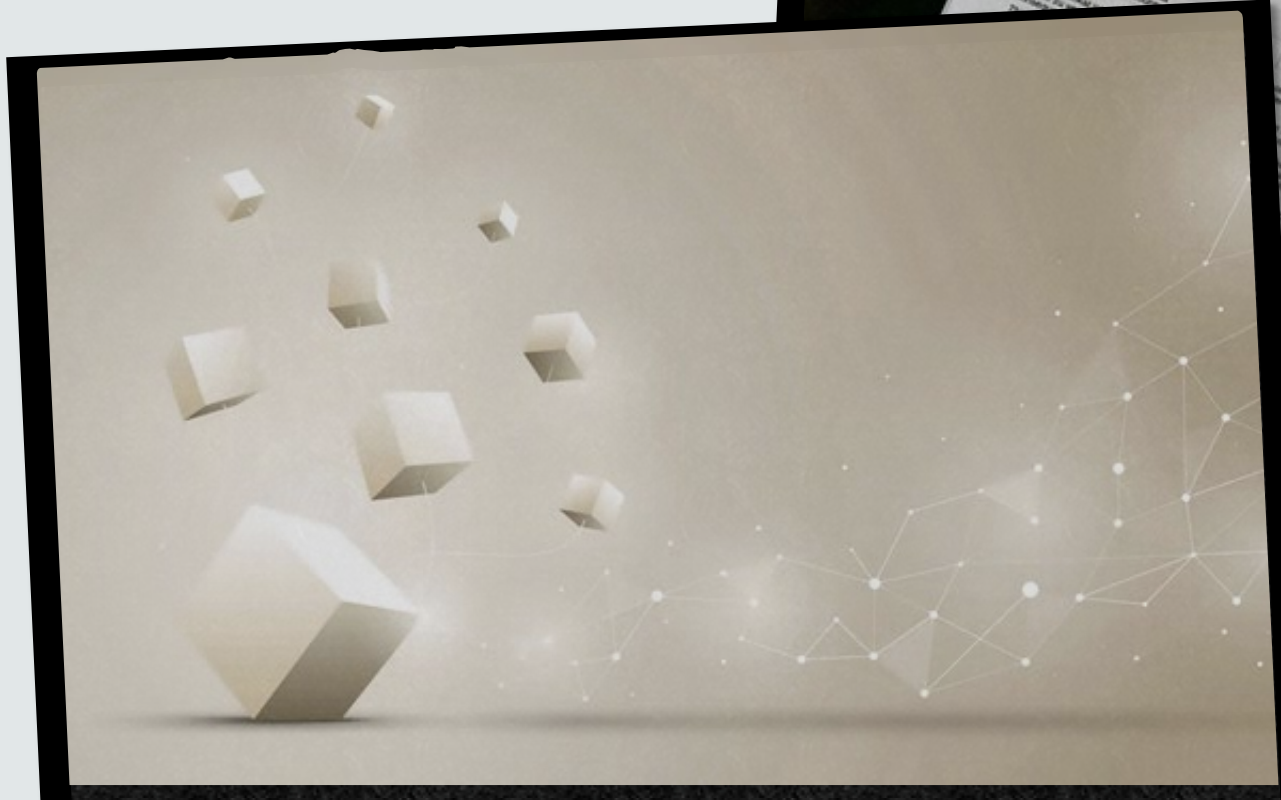


**How to get an EU Digital COVID Certificate for personnel without an Austrian Social Security Number**



# Steps to your EU Digital COVID Certificate

If you don't have a "Meldezettel" start here

## Step one

Bundesministerium für Digitalisierung und Wirtschaftsstandort

E-mail to:  
[post.szrb@bmdw.gv.at](mailto:post.szrb@bmdw.gv.at)

[Click here for detailed information](#)

If you already have a "Meldezettel" start here

## Step two

Österreichische Gesundheitskasse (ÖGK)

E-mail to:  
[vsstamm@oegk.at](mailto:vsstamm@oegk.at)

[Click here for detailed information](#)

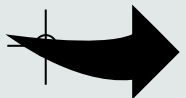
Enable access to EU Digital vaccination certificate

## Step three

Stadt Wien

E-Mail to:  
[raffael.foerster@wien.gv.at](mailto:raffael.foerster@wien.gv.at)  
or  
[michaela.bauer.bm1@wien.gv.at](mailto:michaela.bauer.bm1@wien.gv.at)

[Click here for detailed information](#)





#1

**E-mail to: [post.szrb@bmdw.gv.at](mailto:post.szrb@bmdw.gv.at)**

- If you do not have a Meldezettel you need to request an entry into the supplementary registry system from the Federal Ministry for Digitalization and Business Location (“Bundesministerium für Digitalisierung und Wirtschaftsstandort“) via email:
- Subject: *Eintrag in das Ergänzungsregister für natürliche Personen (ERnP)*
- Download and complete this form and attach it to your email ([Ergänzungsregister für natürliche Personen ERnP](#))
- Copy and paste the text below in the body of your email:
  - *Hiermit beantrage ich den Eintrag in das Ergänzungsregister für natürliche Personen.*
  - *Meine Wohnadresse lautet:* [Add you home address i.e., street name, house number, postal code, city]
- Attach a copy of your passport and, if available, of your legitimation card.

**NB! YOU DO NOT HAVE TO COMPLETE THIS STEP IF YOU ALREADY HAVE A “MELDEZETTEL“ (a registration record)**





#2

**E-mail to: [vsstamm@oegk.at](mailto:vsstamm@oegk.at)**

- In order to be able to obtain an EU digital vaccination certificate you need to have a social security number. If you don't have it, you can request it by sending an email to the Austrian Health Insurance Fund ("Österreichische Gesundheitskasse (ÖGK)":
- Subject: "*Antrag auf Zuteilung einer Sozialversicherungsnummer*"
- Copy and paste the following text in the body of the email:
  - *Hiermit beantrage ich eine Sozialversicherungsnummer, um Zugang zum e-Impfpass zu erhalten*".
  - *Meine Wohnadresse lautet:* [Add you home address i.e., street name, house number, postal code, city]
- Attach a copy of your passport and, if available, of your legitimation card.



#3

## **E-Mail to:**

**[raffael.foerster@wien.gv.at](mailto:raffael.foerster@wien.gv.at)**

**[michaela.bauer.bm1@wien.gv.at](mailto:michaela.bauer.bm1@wien.gv.at)**

Once you have received your social security number you can request a retroactive recording of your vaccination into the electronic vaccination record (ELGA). Send an email to designated contact points of the “Stadt Wien” (the above email addresses). Once recorded you can get a print out of your QR coded certificate in pharmacies or directly at the Austria Centre.

- Subject: *“Nacherfassung meiner Covid Impfung”*.
- Copy and paste in the body: *Hiermit beantrage ich die Nacherfassung meiner Covid Impfung.*
- Attach a copy of your passport and, if available, of your legitimation card.
- Attach a copy of your vaccination record and
- Download and fill out the form with the below information and attach to your email (Ctrl + Click to open [Vaccination Data](#))
  - Name
  - Gender
  - Date of birth
  - Social security Nr
  - Date of vaccination
  - Name of vaccine
  - LOT Nr
  - 1<sup>st</sup>, 2<sup>nd</sup> dose
  - Vaccination site (e.g. Austria centre)

