FORM F-4 **Template 4** · How to use

# Template 4: Cover Letter for an Official State Form

For states that publish a required exemption form. Complete the official form first; use this letter only if the school or health department asks for a written explanation, or to document what you filed.

**States in Category 4:** Alabama, Arizona, District of Columbia, Florida, Iowa, Maryland, Missouri, Montana, Nevada, New Hampshire, North Dakota, Oklahoma, Rhode Island, Vermont, Washington, Wyoming, Guam, U.S. Virgin Islands.

## Instructions

1. Get the current official form from your state or county health department, or the school nurse. Check the version date.
2. Complete it exactly as written. Do not alter it. Some states say an altered form is invalid.
3. Check who must sign. Some forms are signed by the parent only; some by a health department official; some by a provider.
4. Submit it to the right office. In some states that is the school; in others it is the health department, the Department of Education or a county health officer.

## Notes for Use in Specific States

- **Alabama:** the certificate is issued by the county health department after an in-person submission. The letter is only a supplement.
- **Florida:** DH Form 681 must be signed by the county health department's medical director or designee. A rule change that would renumber the forms was pending in October 2026.
- **Iowa:** the department's certificate may not be altered.
- **Maryland:** the one-line statement on MDH Form 896 is the religious objection. No clergy letter is required.
- **Nevada and Vermont:** file the form every year.
- **New Hampshire and North Dakota:** no notarization is required on the state form.
- **Oklahoma:** the form is filed with the State Department of Health, not just the school.
- **Wyoming:** the request goes to the State or County Health Officer.

**Next:** the fill-in sheet (Form F-4) and then the letter follow on the next pages.

> **BEFORE YOU FILE**
>
> Check your state first. Confirm the current form, deadline and filing office with your state or county health department before filing.
>
> In most states this template accompanies an official form and does not replace it. Use your state's current official form wherever one exists, and do not alter it.
>
> Fill in the sheet, print the letter, sign it in ink, keep a copy, and ask for written confirmation that it was received.

# FORM F-4 Template 4 · Fill-in sheet

Your answers appear in the letter on the next page automatically.

Complete the fields, then print, sign and file the letter with the documents your state requires.

## Fields

| | |
|---|---|
| Parent/Guardian Name | |
| Address | |
| City, State, ZIP Code | |
| Email Address | |
| Phone Number | |
| Date | |
| School Name or Agency | |
| Child's Full Name | |
| School Official's Name | |
| School Name | |
| City, State | |
| State statute or rule (from your state's entry) | |
| Official form name and number | |
| Optional: brief explanation of the belief, if the school asks | |

Signature: Date:

FORM F-4 **Template 4 · Letter**

To:

**Subject: Immunization Exemption Form for**

Dear ,

I am the parent/legal guardian of , who is enrolled at in .

Under , I am submitting the for my child. The completed form is attached.

Please confirm receipt of this exemption form in writing. I can be reached at or if you need anything further.

Sincerely,

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