HOW TO (CHECK) THE VACCINATION STATUS OF CUSTOMERS (WITHOUT) A (SMART PHONE)

Customers without a smart phone will be required to present a valid certificate from the Australian Immunisation Register or a printed copy of their COVID-19 vaccination certificate to prove their vaccination status. It is important for venue staff to cross check this information with a valid form of photo ID such as a drivers' licence.

In addition to proving their vaccination status with venue staff, it is important for these customers to check-in to help contact tracers in the event of a COVID-19 outbreak.

Kiosk Check-in service

The **Kiosk check-in service** in the Service Victoria app enables workers to check-in customers and visitors who can't check-in for themselves.

This is a simple electronic form to help staff record a visitor's first name, family name and contact phone number on the venue's device.

Step 1: Log in to the **Victorian Government QR Code Service**

Step 2: Select the location / area of your venue where you would like to have Kiosk check-in available

Step 3: Nominate a Kiosk Contact, by clicking on the pencil icon to edit the screen

Step 4: Enter the Kiosk Contact details

− If the location contact details are the same for the Kiosk Contact, tick the 'Copy existing location contact details' checkbox and select 'Save'. The contact details will be copied across automatically

− If you would like to nominate a different Kiosk Contact, enter their details in the Kiosk Contact details section and select 'Save'

− The Kiosk Contact will receive an email with an 8-digit Kiosk code and instructions for setting up Kiosk check-in on your selected device. Ensure that your device is online

Step 5: Visit the Kiosk check-in on your device and bookmark the link in your browser

Step 6: Enter the 8-digit Kiosk code we sent to your Kiosk Contact and select 'Next'

Step 7: Enter the Security Code (a one-time password that is emailed to the Kiosk Contact after they enter the Kiosk code) and select 'Verify'