



MINISTRY OF HEALTH AND SOCIAL SERVICES

TRUSTED TRAVEL SYSTEM - COVID-19 VACCINE DIGITAL CERTIFICATE

STANDARD OPERATING PROCEDURES (SOPs)

Introduction

The Trusted Travel System is a secure, standardized, tamper-proof transcontinental digital application suite for disease contagion monitoring, spatial risk factors analytics, mass testing, process traceability and outcomes tracking. The system allows for the digitalization of travel health history data and the verification of the health status of international travelers across borders, thereby facilitating the re-opening of regional and international borders. The Trusted Travel technologies seamlessly power digital vaccine certificates through various national and intergovernmental programs.

This document provides guidance on the generation of COVID-19 digital vaccine certificates using the Trusted Vaccine Platform. The Ministry of Health and Social Services has developed this Step-by-Step guide in collaboration with a multidisciplinary team of technical experts, in order to support the end-users (public) with the uploading of vaccination records and as well as with the generation of Quick Response (QR) coded digital vaccination certificates. The audience of this document is therefore people who are fully vaccinated and who may wish to use a digital vaccination certificate as a supportive document for travelling purposes.

What is a COVID-19 Digital Vaccination Certificate?

In the context of COVID-19 pandemic, the World Health Organization (WHO) defines, a digital vaccination certificate as a mechanism that documents a person's current vaccination status to protect against COVID-19. This document can then be used for continuity of care or as proof of vaccination for purposes other than health care such as travelling.

Step by Step instructions

1. From your browser open the portal <https://login.panabios.org/cas/login>
2. For a first-time user, create your account by clicking on the create an account text



2. Click here to create an account

Sign in or **create an account**

your email

password

Forgot password? [reset](#)

sign in

You can login with your PanaBIOS or Alkemy or Globalhaven credentials.



Legal provisions and [privacy policies](#) apply

- 2.1. On the Create an Account page, fill in the fields with your identity details which include your **First Name, Last Name, Email address, Dial code** (select NA +264 in the dropdown list), **Phone number**, and create your **Password**. **Ensure to use names as they appear on your passport.**
- 2.2. Click Sign Up



English (en)

Create an account or **Login**

2.1 Enter your details in the correct fields

2.1 Click on the Sign Up button after entering your details in the required fields

First name

Last name

Email Address

(NA)+264

Phone number

Password

Sign Up



Legal provisions and [privacy policies](#) apply

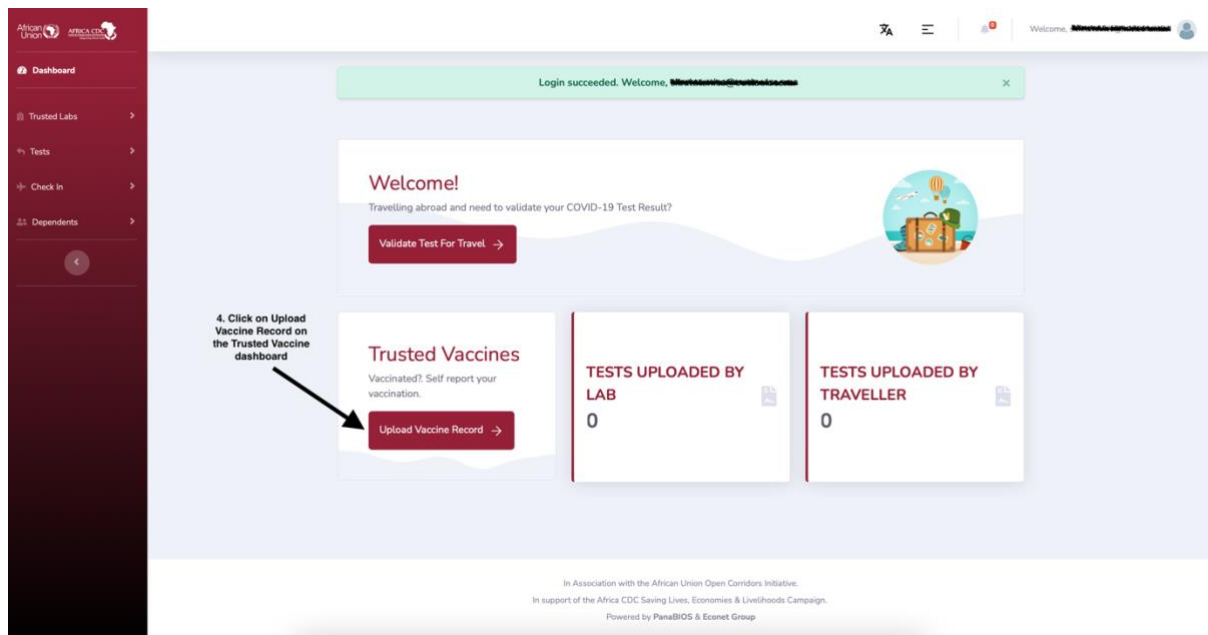
- 2.3. A One-time Pin (OTP) code will be sent to your email inbox, spam or promotional message section depending on your email filtering configuration.
- 2.4. Enter the OTP and click Verify OTP. This action will land you on the Africa CDC Travel Pass Apps Portal.

The screenshot shows the 'Verify OTP' page. At the top left are the African Union and Africa CDC logos. At the top right is a language dropdown set to 'English (en)' and a user icon. The main heading is 'Verify OTP' with a link 'or Login'. Below the heading is a note: 'OTP code may be in your inbox, spam or promotional message section depending on your email filtering configuration.' There are two input fields: 'Enter OTP number' and 'Resend OTP code'. A red button labeled 'Verify OTP' is below the first field. Annotations on the left point to these elements: '2.4 Enter the OPT code sent to your email here' points to the 'Enter OTP number' field, and '2.4 Click verify after entering the OPT sent to your email' points to the 'Verify OTP' button. At the bottom are logos for Global Haven, Trusted Travel, BIOMARS, delphix, and PanaBIOS.

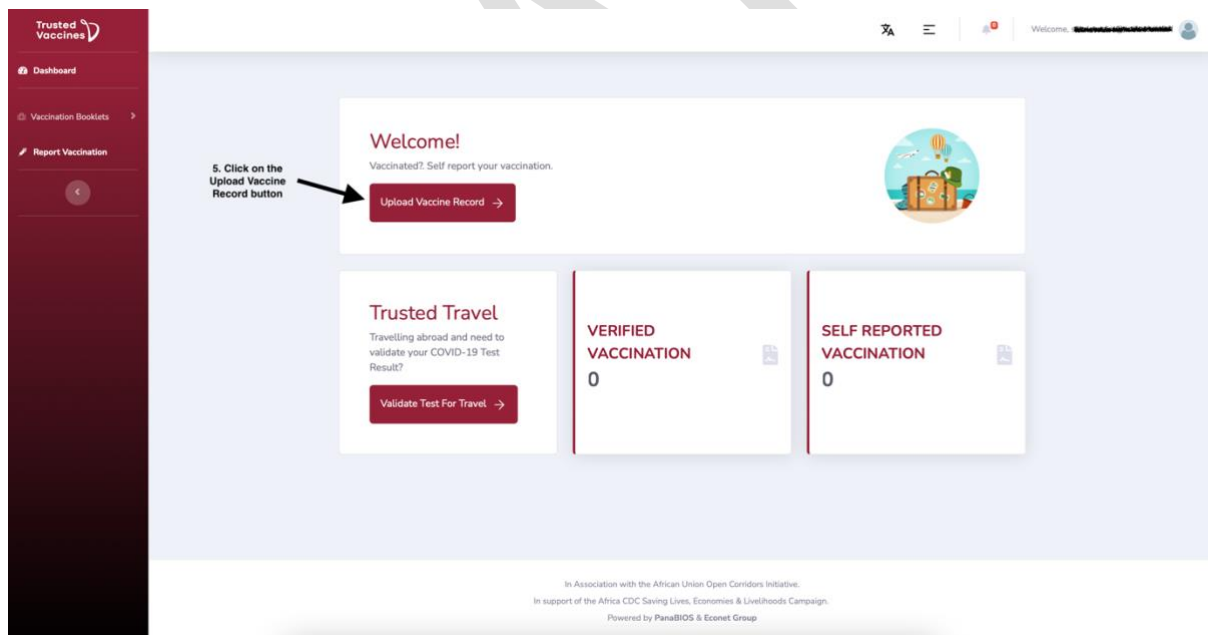
3. If you are a returning user, click on the **Sign In** button to log in the system with the details used in the account creation via <https://login.panabios.org/cas/login> username as the email address and password as the password chosen.

The screenshot shows the 'Sign in' page. At the top left are the African Union and Africa CDC logos. At the top right is a link 'or create an account'. The main heading is 'Sign in'. Below the heading are two input fields: 'your email' and 'password'. A red button labeled 'sign in' is below the second field. Annotations on the left point to these elements: '3. Enter email & Password here' points to both input fields, and '3. Click sign in button after entering your login credentials' points to the 'sign in' button. Below the input fields is a link 'Forgot password? reset'. At the bottom is a note: 'You can login with your PanaBIOS or Alkemy or Globalhaven credentials.' At the bottom of the page are logos for Global Haven, Trusted Travel, BIOMARS, delphix, and PanaBIOS, followed by the text 'Legal provisions and privacy policies apply'.

4. Click on **Upload Vaccine Record** on the Trusted Vaccine dashboard.



5. You will be redirected to a dedicated Trusted Vaccines Dashboard, click on the **Upload Vaccine Record** button.



6. Choose User type to create vaccination booklet, select self or dependent in the dropdown list.
7. Click Submit.

The screenshot shows the 'Trusted Vaccines' dashboard on the left with a sidebar containing 'Dashboard', 'Vaccination Booklets', and 'Report Vaccination'. The main content area displays a form titled 'Choose User Type To Create Vaccination Booklet'. The form has a section labeled 'Upload type' with a dropdown menu currently showing 'Select type'. An arrow points from the instruction '6. Click here to select the user type, select self or dependent in the dropdown list' to the dropdown menu. Another arrow points from the instruction '6. Click submit after selecting the user type' to a red 'Submit' button. At the bottom of the page, there is a footer with text: 'In Association with the African Union Open Corridors Initiative. In support of the Africa CDC Saving Lives, Economies & Livelihoods Campaign. Powered by PanaBIOS & Econet Group.'

8. On the Upload Vaccination Record page, select Country where vaccination was done in the dropdown list and choose Pathogen/Disease e.g., SARS-CoV-2.
9. Click Next.

The screenshot shows the 'Trusted Vaccines' dashboard on the left. The main content area displays a form titled 'Upload Vaccination Record' with a red 'SELF' tab. The form has three steps: 1. Country/Pathogen, 2. Vaccination Campaign, and 3. Vaccination Record. Step 1 is active. It contains two dropdown menus. The first is labeled 'Choose country where vaccination was done:' and shows 'Namibia' with a flag icon. An arrow points from the instruction '8. Select the country where the vaccination' to this dropdown. The second dropdown is labeled 'Choose Pathogen/Disease e.g SARS-CoV-2:' and shows 'SARS-CoV-2'. An arrow points from the instruction '8. Select the SARS-CoV-2 from dropdown list' to this dropdown. Below the dropdowns is a red 'Next' button. An arrow points from the instruction '9. Click next after selecting the country and the right Pathogen/Disease' to the 'Next' button. At the bottom of the page, there is a footer with text: 'In Association with the African Union Open Corridors Initiative. In support of the Africa CDC Saving Lives, Economies & Livelihoods Campaign. Powered by PanaBIOS & Econet Group.'

10. On the Vaccination Campaign page select the vaccine you have received either Sinopharm, AstraZeneca, Comirnaty-2 (Pfizer) etc. Click Next once you have selected your option.

Trusted Vaccines

Dashboard

Vaccination Booklets

Report Vaccination

SELF

Upload Vaccination Record

1 Country/Pathogen

2 Vaccination Campaign

3 Vaccination Record

SINOPHARM 2 SHOTS CAMPAIGN

Sinopharm 2 Shot Profile

VACCINE	SHOT NUMBER
Sinopharm	2
Sinopharm	1

Select

JOHNSON & JOHNSON 1 SHOT CAMPAIGN

Johnson & Johnson-2 Shots Profile

VACCINE	SHOT NUMBER
Johnson & Johnson vaccine	1

Select

ASTRAZENECA 1 SHOTS CAMPAIGN

AstraZeneca-2 Shots Profile

VACCINE	SHOT NUMBER
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COMIRNATY 2 SHOTS CAMPAIGN

Comirnaty-2 Shots Profile

VACCINE	SHOT NUMBER
COMIRNATY (Pfizer)	2
COMIRNATY (Pfizer)	1

Next

10. Click Next once you have select the Vaccine you received

11. On the Vaccination Record page, completely fill in the vaccine details as indicated on your vaccination card. Required information will include vaccination batch number, manufacturer of the vaccine and vaccination dates for all the doses received.

11.1. Where your card has a vaccination number, enter the vaccination number, where there is no number leave this field blank.

11.2. Upload the image of your vaccination card from your computer in .png/.jpeg/.pdf format. Make sure the file contains all the pages of your vaccination card.

11.3. Enable the option to use a passport and enter your passport details if applicable.

11.4. Upload the image of your passport from your computer in .png/.jpeg/.pdf format.

12. Click Save.

11. Enter the vaccination details as indicated on your vaccination card.

11.2 Click here to upload the image of your vaccination card in .png/.jpeg/.pdf

11.1 Enter the vaccination number on the card, if the card has no number you may leave this field blank

11.3 Click this toggle button to enable entering of your passport details if applicable.

11.3 Enter your passport details here.


11.4 Click here to upload an image of your passport in .png/.jpeg/.pdf format

12. Click save once the required information has been entered.

13. When you click save a code will be generated and you will view your Provisional Vaccination Certificate. This means an authorized staff from the MoHSS would need to review your uploaded records, after which he/she would approve or disapprove.

13.1. Once the certificate without a Provisional Certificate text is issued. You will be required to present the downloaded Vaccination Certificate to the Port Health Officials for verification.

13.2. Below is an example of the *Provisional and Approved Vaccination Certificate*



Republic Of Namibia
April 21, 2022, 11:11 a.m.

PROVISIONAL CERTIFICATE

COVID-19 Digital Vaccination Certificate

Full Name

TT Usercode

Age

Sex

Passport/ID No.

Issued Card ID

Pathogen

Dose Required


Dose Taken

PA3529604718

SARS-CoV-2

2

2



Dose No.	Vaccine	Batch No.	Manufacturer	Vaccination Date
1	Astrazeneca	10110	SK Bioscience	June 1, 2021
2	Astrazeneca	101134	SK Bioscience	July 1, 2021

Issued by
Ministry Of Health And Social Services, Namibia
Toll Free Number (+264)0800100100

powered by
**Trusted
Vaccines**

visit trustedtravel.panabios.org to access all your vaccination records



Namibia

April 23, 2022, 5:50 a.m.

COVID-19 Digital Vaccination Certificate

Full Name [REDACTED]

TT Usercode [REDACTED]

Date of Birth [REDACTED]

Sex Female

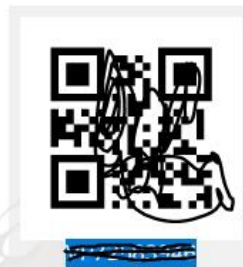
Passport/ID No. [REDACTED]

Issued Card ID None

Pathogen SARS-CoV-2

Dose Required 2

Dose Taken 2



Dose No.	Vaccine	Batch No.	Manufacturer	Vaccination Date
1	Sinopharm	2021020099	BIBP	May 28, 2021
2	Sinopharm	2021020099	BIBP	June 24, 2021

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visit trustedtravel.panabios.org to access all your vaccination records