



**Instructions and Application Form for a  
Philadelphia Food Safety Certificate Processing Procedure  
Effective March 1, 2013**

1. Stationary food businesses must have an employee certified in food safety present at all times.
2. These designated employees must complete a food safety course that is approved by the Philadelphia Department of Public Health and must obtain an official City of Philadelphia Food Safety Certificate (Certificate).
3. The Certificate must be posted at the food business where customers can view it.
4. Certificates are valid for five years, after which the employee must complete and pass another food safety course approved by the Philadelphia Department of Public Health.
5. An applicant can apply in person or by mail to the Department of Public Health, Office of Food Protection, 321 University Avenue, Philadelphia, PA 19104.
6. To apply for a Certificate or a Replacement Certificate, applicant can apply by mail or in person at the Office of Food Protection. To apply they must submit:
  - a. A copy of the course certificate, and
  - b. A completed application for a City of Philadelphia Food Safety Certification Form (available online), and
  - c. A certified check or money order for \$30 made out to the City of Philadelphia – EHS. Money orders or cashier's checks cannot be older than 30 days.
  - d. For a replacement certificate, a certified check or money order for \$50 made out to the City of Philadelphia – EHS along with a statement of the reason why a replacement certificate is needed must be submitted with the application. Money orders or cashier's checks cannot be older than 30 days.
7. Applicants can note on the application that they would like to be notified when the certificate is ready for pick up if they prefer.
8. Within a maximum of 30 business days after receipt of a complete application, the OFP will mail the Philadelphia Food Safety Certificate to the mailing address provided on the application submitted by the applicant or notify the applicant their Certificate is available for pick up.
9. All group submissions of applications by a single corporation, if agreed to by the corporate representative, may be mailed back to the corporate address in a single mailing for distribution by the corporation to the applicants.
10. Businesses selling only pre-packaged, non-hazardous foods are exempt from this requirement.

Office of Food Protection  
321 University Ave, 2<sup>nd</sup> Floor  
Philadelphia, PA 19104  
215-685-7495  
[www.phila.gov/health/foodprotection](http://www.phila.gov/health/foodprotection)



CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC HEALTH

Application for Food Establishment Personnel
Food Safety Certificate, or Certificate Replacement

PRINT CLEARLY USING CAPITAL LETTERS. SEE ATTACHED INSTRUCTIONS.

Check Type of Application:

Initial Replacement Payment Enclosed \$

First Name Middle Initial

Last Name

Home/Mailing Address

Floor/Location/Apartment #

City

State Zip Code Date of Birth

Day Telephone Evening Telephone

Email Address

Establishment Name

Establishment Address

- Please mail me the certificate. Please notify me when the certificate is ready for pick-up. Please send all food safety certificates to a single corporate address.

FOR OFFICE USE ONLY

Chk: MO: DR: CN: