

APPLICATION INSTRUCTIONS FOR FOOD SAFETY CERTIFICATE

Dear Applicant,

Please read the following instructions carefully:

1. Filling Out the Application Form:

Carefully fill out the application form by printing within the blocks and using only CAPITAL LETTERS. Print the letters large enough to fill the block size provided. Your application will be computer scanned and used to print your certificate, therefore it is important that the information is accurate and complete.

2. Required Fees:

Fees:	Initial certificate issuance fee:	Twenty-five dollars	(\$25.00)
	Re-Certification fee:	Twenty-five dollars	(\$25.00)
	Replacement certificate fee:	Ten dollars	(\$10.00)

Only mark the replacement block if you are requesting replacement of a lost or destroyed certificate. (WRITTEN NOTIFICATION STATING THE REASON(S) FOR THE NEED OF A REPLACEMENT CERTIFICATE MUST ACCOMPANY THE APPLICATION.)

Payment: Payment may be made by BANK CASHIER'S CHECK or MONEY ORDER

Payable to: Department of Public Health – EHS

NO PERSONAL OR BUSINESS CHECKS

3. Proof of Eligibility:

Submit a copy of the certificate or other documents that indicate the successful completion of a food safety and sanitation training program approved by the Department.

Submit the completed application, the required fee, and proof of eligibility to:

Department of Health-EHS
Office of Food Protection
321 University Avenue
Philadelphia, PA 19104

If you have any questions, please call our office at 215-685-7495.