



Department of Public Health

# Environmental Health Services

CITY OF PHILADELPHIA

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

PRINT CLEARLY USING CAPITAL LETTERS. SEE ATTACHED INSTRUCTIONS

**First Name**

**Middle Initial**

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**Last Name**

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**Home Mailing Address**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Floor / Apartment Number / Location**

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**City**

**State**

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**Zip Code**

**Email Address**

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**Date of Birth**

**Telephone Number**

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**Work / Establishment Name**

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**Work / Establishment Address**

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**Work / Establishment Zip Code**

**Work Telephone Number**

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- Please mail me the certificate to my home mailing address.
- Please notify me when the certificate is ready for pick-up.
- Please send all food safety certificates to work / establishment address.

### **Instructions and Application Form for a Philadelphia Food Safety Certificate Processing Procedure**

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.
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 (OFP). To apply they must submit all of the following documents:
  - 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 money order for \$30 made out to: PHILA. HEALTH DEPT – EHS. No money orders will be accepted with a void date of 45 or 90 days. We do not accept personal, business, or cashier’s checks.**
  - d. **For a replacement certificate, a money order for \$50 made out to: PHILA. HEALTH DEPT – EHS, along with a statement of the reason why a replacement certificate is needed, must be submitted with the application. No money orders will be accepted with a void date of 45 or 90 days. We do not accept personal, business, or cashier’s checks.**
7. Within a maximum of 30 business days after receipt of a completed 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.
8. 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.
9. Businesses selling only pre-packaged, non-hazardous foods are exempt from this requirement.

Office of Food Protection  
321 University Ave, 2nd Floor  
Philadelphia, PA 19104  
215-685-7495

<https://www.phila.gov/services/permits-violations-licenses/get-a-license/business-licenses-permits-and-approvals/food-businesses/>