



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

Last Name

Home Mailing Address

Floor / Apartment Number / Location

City

State

Zip Code

Email Address

Date of Birth

Telephone Number

Work / Establishment Name

Work / Establishment Address

Work / Establishment Zip Code

Work Telephone Number

Please email me a confirmation of receipt.

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. **Please note: if you want to drop your application off and hand it directly to our staff, an appointment is required (or there is a drop-box you can use at any time). An appointment is also required to pick up completed Certificates.**
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/>