



**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, 2nd Floor
Philadelphia, PA 19104
215-685-7495
www.phila.gov/health/foodprtection



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

Grid for First Name

Middle Initial

Grid for Middle Initial

Last Name

Grid for Last Name

Home/Mailing Address

Grid for Home/Mailing Address

Floor/Location/Apartment #

Grid for Floor/Location/Apartment #

City

Grid for City

State

Zip Code

Date of Birth

Grid for State

Grid for Zip Code

Grid for Date of Birth

Grid for Date of Birth

Grid for Date of Birth

Grid for Date of Birth

Day Telephone

Evening Telephone

Grid for Day Telephone

Grid for Day Telephone

Grid for Day Telephone

Grid for Evening Telephone

Grid for Evening Telephone

Grid for Evening Telephone

Email Address

Grid for Email Address

Establishment Name

Grid for Establishment Name

Establishment Address

Grid for 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: _____