



# Houston Health Department

Consumer Health Services Bureau

P.O. Box 300008

Houston, TX 77230-0008

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## 2020 APPLICATION FOR A FOOD SERVICE MANAGER'S CERTIFICATE

PLEASE PRINT CLEARLY

**DUPLICATE CERTIFICATE:**  Attach a copy of a valid government issued photo ID such as a Driver's License.

**RECIPROCAL CERTIFICATE:**  Attach a copy of a valid government issued photo ID such as a Driver's License and a copy your Certificate of Examination from an accredited Food Manager's Program.

Date:

Name:

First

Initial

Last

Home Phone:

Driver's License #:

Date of Birth:

Male

Female

Home Address: Preferred   
# Street Apt. City State Zip

Business Name: Preferred

Business Address:   
Street Address Suite City State Zip

Business Phone:

Email:

Signature:

**DO NOT WRITE BELOW THIS LINE**

DUPLICATE CERTIFICATE:  Date Cert. Starts:  Ends:  Cert #:

RECIPROCAL CERTIFICATE:  Date Cert. Starts:  Ends:  Cert #:

Approved by:

SIGNATURE

Date:

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832.393.5100



**HOUSTON HEALTH DEPARTMENT**  
**Bureau of Consumer Health Services**  
**PO Box 300008**  
**Houston, Tx 77230-0008**

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A FOOD SERVICE MANAGER'S CERTIFICATE**

The following fields are required:

- ✓ Either check the box indicating that the application is for a reciprocal certificate from another agency or program or a duplicate of your existing City of Houston certificate.
  - If this application is for a copy of your existing City of Houston Food Manager's Certificate (\$29.64), a copy of a valid government issued photo id must be attached
  - If this application is for a reciprocal from another accredited teaching agency or program (\$41.49), a copy of a valid government issued photo id must be attached and a copy of your certificate of examination from that agency or program.
- ✓ Enter the date as "MM/DD/YYYY".
- ✓ Enter your name as it appears on your present certificate and photo ID.
  - if your name does not match on these two documents, enter your name as you want it to appear on your duplicate or reciprocal certificate and attach an explanation on a separate page and submit with your application.
- ✓ Check and enter your preferred mail address, either home or business.
- ✓ Clearly enter your email address
- ✓ Sign the application
- ✓ Submit the application:
  - By email (preferred) to [CHS@houstontx.gov](mailto:CHS@houstontx.gov)
  - By postal mail to the PO Box at the top of the application.

Your application will be processed within 2 business days of receipt and an invoice for the fee (\$29.64 for a duplicate or \$41.49 for a reciprocal) will be emailed to the email address you provided on the application. Payment options will be included with the emailed invoice.