

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A REPLACEMENT OR RECIPROCAL FOOD SERVICE MANAGER'S CERTIFICATE

- ✓ Check the box indicating that the application is for a reciprocal certificate from another agency or program or a replacement certificate for a lost or damaged existing City of Houston certificate.
 - If this application is for replacement of your existing City of Houston Food Manager's Certificate a copy of a valid government issued photo id must be attached.
 - If this application is for a reciprocal certificate from another accredited teaching agency or program, a copy of a valid government issued photo id and a copy of your certificate of examination from that agency or program must be attached.
- ✓ 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 these two documents, enter your name as you want it to appear on your replacement or reciprocal certificate and attach an explanation on a separate page and submit with your application.
- ✓ Enter your home phone #.
- ✓ Enter your Driver's License # or State Id #.
- ✓ Enter your date of birth as MM/DD/YYYY.
- ✓ Check the appropriate box for gender.
- ✓ Enter your home address.
- ✓ Check the "Preferred" box if you want your certificate postal mailed to your home address.
- ✓ Enter the business name of your work location.
- ✓ Enter the address of your work location.
- ✓ Check the "Preferred" box if you want your certificate postal mailed to your business address.
- ✓ Enter your email address (if any).
- ✓ Sign the application.
- ✓ Submit the application:
 - By email (preferred) to FSMC@houstontx.gov
 - By postal mail to the PO Box at the bottom of the application.

Applications are processed within 3 business days of receipt. If approved, reciprocal certificates will be postal mailed to your preferred mail address. For replacement certificates, an invoice for \$31.32 for the replacement certificate along with payment options will be emailed to the email address you provided on the application or postal mailed to your preferred mail address.





APPLICATION FOR A REPLACEMENT OR RECIPROCAL 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:

Business Address:
Preferred # Street Suite City State Zip

Business Phone:

Email: Signature:

DO NOT WRITE BELOW THIS LINE

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

RECIPROCAL CERTIFICATE:

Approved by: Date:
SIGNATURE

