



## FOOD MANAGER PERMIT APPLICATION

City of Mansfield  
Department of Regulatory Compliance  
620 S. Wisteria Street  
Mansfield, TX 76063  
(817) 276-4221

Application Date: \_\_\_\_\_

Permit Status (check one):

- New Permit  
 Renewal

Payments can be made by check or money order to City of Mansfield, C/O: Regulatory Compliance at the above address. **Please note, we are unable to accept online payments at this time.**

### REQUIREMENTS:

- **Food establishments must employ at least 1 employee with a food manager certification.** This food manager certification must then be registered with the City of Mansfield Regulatory Compliance Department.
- **EXEMPTIONS:** *temporary food establishments, any food establishments that only serve, sell, or distribute prepackaged foods or beverages, uncut produce, coffee, snow cones, or popcorn.*
- Should an establishment lose their certified food manager, the Regulatory Compliance Department must be notified within 10 days. A new City of Mansfield Food Manager Permit must be obtained and posted within 30 days.
- To transfer a current Food Manager Permit to another food establishment within the City of Mansfield, please contact the department at the above phone number.
- The city-issued Food Manager Permit will have the same expiration date listed on the submitted food manager certificate.

### STEP 1: OBTAIN A FOOD MANAGER CERTIFICATION

- A list of licensed food manager training programs and test sites are available on the Texas Department of State Health Services website.  
[www.dshs.gov/food-managers/certification.aspx](http://www.dshs.gov/food-managers/certification.aspx)

### STEP 2: OBTAIN A CITY OF MANSFIELD FOOD MANAGER PERMIT

1. Submit proof of valid food manager certification from a licensed training program.

2. Submit a copy of a valid government issued photo identification.
3. Submit a \$35.00 fee. **Payment can be made by check or money order to the above address.**
4. Complete the application information below.
5. Return this application, applicable fee, and required documents to the above address to receive your Food Manager Permit.

BUSINESS NAME: \_\_\_\_\_  
 ( NAME OF ESTABLISHMENT LOCATED IN MANSFIELD )

STREET ADDRESS: \_\_\_\_\_ SUITE/KIOSK #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ APARTMENT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PHONE: \_\_\_\_\_

PHOTO I.D. TYPE AND I.D. NUMBER: \_\_\_\_\_

COMPANY ISSUING CERTIFICATION: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_ CERTIFICATE EXPIRATION: \_\_\_\_\_

I have submitted the above information for the application of a permit from the City of Mansfield Regulatory Compliance Department. I verify that all of the information submitted is accurate. I understand that the permit application fee will not be refunded, the permit must be displayed in public view, and that I must be employed at the establishment to display my certificate.

\_\_\_\_\_  
**Applicant Name (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

| <b>FOR OFFICE USE ONLY</b> |                      |   |
|----------------------------|----------------------|---|
| Received by Action         | Date Received        | <input type="checkbox"/> Mail<br><input type="checkbox"/> On-site |
|                            | / /                  |   |
| Taken or Required          |                      |   |
|                            |                      |   |
| Signature                  | Date Action Complete |   |
|                            | / /                  |   |