

FOR OFFICE USE

Date Received: _____ Amt \$ _____ Check # _____ Permit # _____

Received By: _____ Receipt # _____ Juris: COA Travis County Incorp City _____



Austin/Travis County Health & Human Services Department

Environmental Health Services Division

P.O. Box 142529, Austin, TX 78714

Phone (512) 978-0300 E-mail: ehsd.service@ausintexas.gov

<http://www.austintexas.gov/departments/business-applications-and-guides>



Walk-in Location (not mailing address): 1520 Rutherford Lane, southeast entrance of Building 1, 2nd floor (NE corner of Rutherford Ln @ Cameron Rd)

FARMER'S MARKET PERMIT APPLICATION

- Completed applications are due 10 calendar days prior to the desired operation date
- Submit multiple applications to operate simultaneously at another Farmer's Market within the jurisdiction for which you are applying.
- Submit multiple applications to operate in each area outside the jurisdiction for which you are applying.

FARMER'S MARKET BOOTH PERMIT TYPE AND FEE SCHEDULE

(Fees are based on an annual permit per booth at a Farmer's Market)

Permit Type	Fee
Class A Fee Exempt	N/A
Class A	\$150
Class B	\$300
Class C	\$650

Make checks payable to Austin/Travis County Health and Human Services Department or ATCHHSD

FARMER'S MARKET BOOTH BUSINESS OWNER INFORMATION

Name of Business Owner: _____
First Name Last Name

Mailing Address: _____
Address City State Zip

Phone Number: () _____ E-mail Address: _____

Government Identification Number & State: _____ Date of Birth: _____

*****ATTACH A CLEAR COPY OF A VALID GOVERNMENT ISSUED PHOTO ID FOR THE BOOTH BUSINESS OWNER*****

FARMER'S MARKET BOOTH INFORMATION

Jurisdiction (check one): _____ The City of Austin (COA)

_____ Travis County outside of Austin City Limits

_____ *Incorporated municipality in Travis County (such as Bee Cave or Sunset Valley)

*Name of incorporated municipality: _____

Permit Type (check one): _____ Class A Fee Exempt _____ Class A _____ Class B _____ Class C

If Class A Fee Exempt: _____ Intact Raw Eggs (COA only) _____ Farm Produce Sampling _____ Bona Fide Educational Booth

Name of Booth: _____

Total Number of Employees/Volunteers (full and part-time, including self): _____

Types of Food to be Provided/Sampled: _____

SIGNATURE OF FARMER'S MARKET BOOTH BUSINESS OWNER/APPLICANT

All information contained in this application is true and correct to the best of the applicant's knowledge and belief. By signing this application, the applicant acknowledges that the permit being applied for is subject to all provisions of the orders and ordinances of Austin or the municipality under which the permit is granted and subject to all provisions of the statutes and rules adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors. Completing this application does not guarantee that a permit will be issued by this Department.

I understand that, as a condition of my operation at this event, I am responsible to ensure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and ensure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin. I understand that such a complaint might result in a fine of up to \$2,000 on conviction.

If approved, I acknowledge that this permit is only valid at one specified Farmer's Market at a specified date and time within the jurisdiction for which I am applying in this application. Multiple permits will be required to operate simultaneously at another Farmer's Market within the same jurisdiction. Multiple permits will be required to operate in each area outside the jurisdiction for which I am applying. The original permit must be prominently posted at the booth at all times. _____

Applicant Initials

- A Central Preparation Facility (CPF) Contract is required to be submitted with this application. No home prepared foods allowed.
- **No food preparation may occur at the CPF unless the Farmer's Market Booth Business Owner holds a separate and valid Food Establishment permit at the CPF location. Only food storage, equipment/utensil storage, supply storage and wastewater disposal is permitted at the CPF.**
- If sampling only whole fruits and vegetables, then no CPF is needed.
- Applications shall be submitted 10 calendar days prior to the desired operation date to allow sufficient processing time.
- Fees shall be submitted when the application is submitted.
- No food establishment/event may operate without an approved permit issued by this Department.
- No refunds will be issued for any reason after 180 days from the receipt of this application.
- Permits are non-transferable.

SIGNATURE OF BOOTH BUSINESS OWNER/APPLICANT

DATE

BOOTH OPERATING SCHEDULE FOR FARMER'S MARKETS

Provide a list of ALL the Farmer's Market booth operation locations, dates, and times for the various Farmer's Markets located throughout the jurisdiction for which you are applying.

Operating Locations for Farmer's Markets within the Specified Jurisdiction	Day at Location (only circle one)	Start Time	Stop Time
Farmer's Market Name: Farmer's Market Address: _____ <i>Street City State Zip</i>	Sun. Mon. Tues. Wed. Thu. Fri. Sat.	AM PM	AM PM
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CENTRAL PREPARATION FACILITY CONTRACT

This form serves to verify that the owner/responsible party of the Central Preparation Facility (CPF) submitted for use has granted permission to the Farmer's Market Booth Business Owner to utilize the CPF. By providing approval of use for the CPF the owner/operator agrees to provide the following criteria which are required to be utilized at a CPF with the City of Austin/Travis County Health & Human Services Department:

- The CPF must allow all food storage, equipment/utensil storage, supply storage and wastewater disposal to be done at the CPF.
- **No food preparation may occur at the CPF unless the Farmer's Market Booth Business Owner holds a separate and valid Food Establishment permit at the CPF location.**
- Maintain a current and valid food establishment permit.

I _____ have read and understand the items of responsibility listed
Central Prep Facility Owner or Responsible Party (Print)

above and agree to comply with all of the requirements. I give permission to _____ of
Farmer's Market Booth Business Owner (Print)

_____ to use my establishment, _____, located at
Farmer's Market Booth Business Name (Print) *Name of Central Prep Facility Establishment (Print)*

_____ as a CPF for the Farmer's Market Booth
Address of Central Prep Facility Establishment (Print)

Business Owner. I understand that any health violations of the vendor found at this establishment can be included on the health inspection for this establishment.

Signature of Central Prep Facility Owner or Responsible Party

Date: _____

Phone Number: (_____) _____

NOTARY VERIFICATION

Required unless the Farmer's Market Booth Business Owner owns the Central Preparation Facility

Before me on this date, _____, personally appeared, _____, owner
Date *Central Preparation Facility Owner or Responsible Party (Print)*

or responsible party of, _____, known to me (or proven to me) to be the person
Name of Central Preparation Facility Establishment (Print)

whose name is subscribed to the above "Central Preparation Facility Contract."

Name of Notary, Public, State of Texas: _____
First Name *Last Name*

Notary Signature: _____ **Notary Seal:** _____
Ink Stamp Only

Notary Commission Expires: _____ **Phone Number:** (_____) _____



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**CERTIFICATION IN JURISDICTION OF
 FOOD ESTABLISHMENT AND/OR CENTRAL PREPARATION FACILITY**

NOTE: A valid and clear copy of the Business Owner's food establishment license/permit can be submitted in lieu of this document. If the Business Owner's food establishment is not regulated by a local health authority then a valid copy of the State license/permit will suffice.

Farmer's Market Booth Business Owners applying for a City of Austin/Travis County Farmer's Market Permit who seek to utilize a Food Establishment or Central Preparation Facility outside of the Austin/Travis County jurisdiction must submit this form verifying the facility's permitted status. This verification documentation must be completed by the public health authority with oversight of this facility.

The proposed food establishment listed below seeks verification from the presiding health authority that the establishment holds a valid Food Establishment Permit and meets the presiding authority's requirements to serve as a Food Establishment and/or Central Preparation Facility.

Name of Food Establishment: _____

Permit Holder/Responsible Party of Food Establishment: _____

Address of Food Establishment: _____
Street *City* *State* *Zip*

Permit Number: _____

Permit Expiration Date: _____

I certify that under my jurisdiction the above establishment is currently approved to operate as a (please initial all that apply):

Food Establishment: _____

Central Preparation Facility: _____

Printed Name of Health Officer/Authority: _____
First *Last*

Signature of Health Officer/Authority: _____ **Date:** _____

Jurisdiction: _____ **Contact Phone Number:** (_____) _____

APPLICATION SUBMISSION

Submit pages 1, 2, 3, 4, 5 (Page 5 may not be required if a valid permit is included) and 6 of this application with a clear copy of a valid government-issued photo ID in one of the following ways 10 days prior to the desired operation date:

- 1.) In person at 1520 Rutherford Lane, southeast entrance of Building 1, 2nd floor, M-F from 7:45 a.m. - 3:30 p.m. (as of 2/1/15)
*Payments for unincorporated areas of Travis County may only be submitted in person with cash/check with the application
- 2.) Mail application with attached fee to EHSD Farmer's Market, PO BOX 142529, Austin, TX 78714
- 3.) Send e-mail to ehsd.service@austintexas.gov and provide a phone number below:

***Phone number (required) to process payment with a credit card:** (_____) _____

*Credit card payments may take two business days to process. The cashier will contact the Business Owner for payment.

PERMIT REVIEW & APPROVAL

- 1.) After the payment has been received with a completed application this Department will review the application and approve or deny the application.
- 2.) If approved, a health permit will be mailed within 10-14 days to the mailing address provided by the Farmer's Market Booth Business Owner.

PERMIT RENEWAL & INACTIVATION PROCESS

- 1.) Renewal: A permit renewal notice will be mailed approximately 45 days prior to the expiration date to the Business Owner's mailing address listed in this application. Submit the permit renewal notice, payment, and a newly completed Farmer's Market Permit Application for the renewal to be processed. Permit renewals may not be issued until the application review process results in approval verification with all required documentation and fees. Upon approval, permit renewals will be extended for one year from the original date of expiration. Permits must be renewed on or before the expiration date. Observations of vendors operating with an expired permit may result in legal charges being filed.
- 2.) Inactivation: It is the Business Owner's responsibility to notify this Department when the permit should be inactivated. Contact this Department and request the permit to be inactivated in writing and provide the Business Owner's name, Name of Booth, Permit Number, and last date of operation. Inactivation requests can be e-mailed to ehsd.service@austintexas.gov.

DEFINITIONS

Bona Fide Educational Purpose means providing cooking demonstrations solely for the purpose of informing, training, or educating persons how to prepare foods or providing samples in order to inform persons of the quality and characteristics of the sample and is not done in conjunction with the sale of food or food products.

Certified Farmer's Market is defined as a farmer's market that has been certified by the Texas Department of Agriculture pursuant to Subchapter D of Title 4 of the Texas Administrative Code.

Farm Produce means herbs and spices in their natural or dried state, vegetables, fruits, unshelled nuts, berries, grains, honey, watermelons and other melons, and cantaloupes in their natural state.

Labeling: Food packaged in a food establishment shall include the common name of the food, a list of ingredients in predominance by weight if made from two or more products, declaration of quantity of contents, and the name and place of business of the manufacturer, packer or distributor.

Packaged food means bottled, canned, carton, securely bagged, or securely wrapped, whether packaged in a food establishment or a food processing plant.

Potentially hazardous food is a food that requires time and temperature control to limit pathogen growth or toxin production.

Sampling is limited to the demonstration/promotion of a food by offering a small serving which cannot be sold.

FARMER'S MARKET EVENT PERMIT TYPE AND REQUIREMENTS

Permit Type	Foods Allowed	Food Operation Allowed	Permit Requirements (Listed on Pages 7 & 8)
No Permit Required	Prepackaged non-potentially hazardous foods only (such as bottled honey or individually wrapped candy from a food establishment or manufacturer)	No open food sampling No on-site food preparation No open foods/beverages No potentially hazardous foods/beverages	Labeling Requirements
Class A Fee Exempt for the City of Austin ONLY	Intact raw eggs, farm produce sampling, and bona fide educational booths (only a Farmer's Market manager may apply for the bona fide educational booth permit)	Farm produce sampling (herbs, spices, vegetables, fruits, unshelled nuts, melons) and cooking demonstrations	State Licenses and Class A Permit Requirements (Page 7), Labeling Requirements
Class A Fee Exempt for Incorporated Municipalities	Farm produce sampling, and bona fide educational booths (only a Farmer's Market manager may apply for the bona fide educational booth permit)	Farm produce sampling (herbs, spices, vegetables, fruits, unshelled nuts, melons) and cooking demonstrations	State Licenses and Class A Permit Requirements (Page 7), Labeling Requirements
Class A	Prepackaged potentially hazardous foods, and customer self-service of non-potentially hazardous beverages in enclosed containers	No open food sampling No on-site food preparation No open foods/beverages	State Licenses, Food Establishment Permit/Central Preparation Facility, and Class A Permit Requirements (Page 7)
Class B	Foods allowed in Class A Permit, baked goods, bulk dispensing, employee operated beverages in enclosed containers	Sampling (which is a demonstration/promotion of a food by offering a small serving which cannot be sold)	State Licenses, Food Establishment Permit/Central Preparation Facility, Food Handler Cards, and Class B Permit Requirements (Page 8)
Class C	Foods allowed in Class A & B Permit and any other foods/beverages are permitted under this permit	On-site preparation of all food is permitted (such as cooking and assembling)	State Licenses, Food Establishment Permit/Central Preparation Facility, Food Handler Cards, a Valid City of Austin Certified Food Manager Certificate, and Class C Requirements (Page 8)

CLASS A PERMIT REQUIREMENTS

Approved Source: No home prepared foods are allowed. Foods must be obtained from an approved source.

Central Preparation Facility (CPF): Report to your CPF to store your equipment, utensils, and food before and after every Farmer's Market. No equipment, utensils, or food can be stored at an unpermitted facility (such as a private home). No open food preparation may occur at the CPF unless the Farmer's Market Booth Business Owner holds a separate and valid Food Establishment permit at the CPF location.

Labeling: All pre-packaged, self-service food items offered must be properly labeled in adherence with the Texas Food Establishment Rules.

Overhead & Floor Covering: Provide approved overhead protection above food storage and/or food sampling. Provide an adequate floor covering (such as concrete, asphalt, or a tarp over grass/dirt) that is easily cleanable and will eliminate dust.

Permit: Obtain a valid City of Austin Farmer's Market Booth permit prior to operating or legal charges may be filed. Prominently post the original permit at the booth or legal charges may be filed.

Potentially hazardous foods (PHF): Maintain PHF colder than 41°F or hotter than 135°F at all times. Intact raw eggs may be maintained at 45°F or below. Most hot foods should be initially heated to 165°F within two hours and maintained at 135°F. Leftover food intended for re-use shall be rapidly cooled in an approved manner.

Thermometer: Provide a metal stem-type thermometer from 0°F-220° F to monitor food temperatures throughout the event. Provide accurate thermometers in all refrigeration units, including coolers/ice chests.

Water Source: Obtain potable water from an approved source.

CLASS B & C TEMPORARY FOOD SERVICE REQUIREMENTS

Approved Source: No home prepared foods are allowed. Foods must be obtained from an approved source.

Central Preparation Facility (CPF): Report to your CPF to store your equipment, utensils, and food before and after every Farmer's Market. No equipment, utensils, or food can be stored at an unpermitted facility (such as a private home). No food preparation may occur at the CPF unless the Farmer's Market Booth Business Owner holds a separate and valid Food Establishment permit at the CPF location.

Certified Food Handler & Food Manager Certificate:

Class B Permits are required to have all employees registered as Food Handlers with the City of Austin Health Department. A verification list of all employees' Food Handler credentials must be submitted at the time of permit renewal. Class B Permits are not required to obtain a Food Manager Certificate.

Class C Permits are required to maintain at least one (1) employee's original and valid City of Austin Food Manager Certificate on-site *at all times*. All other employees must be registered as Food Handlers with the City of Austin Health Department. A verification list of all employees' Food Manager and Food Handler credentials must be submitted at time of permit renewal. Copies of these documents are not permitted.

Cross-contamination: Prevent cross-contamination by using a different set of utensils and preparation surfaces to prepare raw or partially cooked foods that are separate from the utensils and surfaces used to prepare fully cooked foods.

Disposable Utensils: Provide only disposable utensils, plates, and cups to consumers.

Handwashing: Provide hand soap, paper towels, a container of warm water, and a wastewater container. The water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container.

Hot Holding Units: Insulated containers with no active source of heat and sternos are not allowed. Provide approved hot holding units that maintain potentially hazardous foods at or above 135°F.

Ice: Ice used for drinks or consumption shall not be used as a coolant for foods and beverages. Use ice scoops to dispense ice by employees only. Customers may not dispense ice. The packaging of ice should be done in a manner that prevents the cross contamination of foods. Store foods in tightly sealed containers while stored on ice.

Grease: Collected cooking grease should be held in closed containers and disposed of in an approved manner. Dumping of grease in toilets is not permitted.

Glove Usage: Following handwashing, gloves shall be used when handling ready-to-eat foods.

Labeling: All pre-packaged, self-service food items offered must be properly labeled in adherence with the Texas Food Establishment Rules.

Overhead & Floor Covering: Provide approved overhead protection above food preparation, cooking, serving, and utensil washing areas. Provide an adequate floor covering (such as concrete, asphalt, or a tarp over grass/dirt) that is easily cleanable and will eliminate dust.

Potentially Hazardous Foods (PHF): Maintain PHF below 41 °F or above 135°F at all times. Intact raw eggs may be maintained at 45°F or below. Most hot foods should be initially heated to 165°F within two hours and maintained at 135°F. Leftover food intended for re-use shall be rapidly cooled in an approved manner. Thaw potentially hazardous foods in an approved manner and not at ambient air temperature.

Permit: Obtain a valid City of Austin Farmer's Market Booth permit prior to operating or legal charges may be filed. Prominently post the original permit at the booth or legal charges may be filed.

Protection: Protect all food, equipment and utensils from exposure to dirt, dust, vermin and insects.

Sanitizer: Use sanitizer buckets or spray bottles with paper towels to frequently wipe counters and to spot clean equipment.

Testing Devices: Provide testing devices (such as chlorine test strips for measuring chlorine at 50-100 ppm) to accurately measure the sanitizer solution.

Thermometer: Provide a metal stem-type thermometer from 0°F-220°F to monitor food temperatures. Provide accurate thermometers in all refrigeration units, including coolers/ice chests.

Warewashing: Provide adequate warewashing if multi-use utensils are utilized. Provide three basins if no permanent facilities are on-site. The first basin shall contain water and detergent for washing. The second basin shall contain clear potable water for rinsing. The third basin shall contain water and bleach (1 ½ teaspoons bleach per gallon of water to obtain a concentration of 50-100 ppm chlorine) to sanitize the utensils for at least one minute. Provide overhead protection above the three basins.

Wastewater: Wastewater must be disposed of in an approved manner and never discarded on the ground or down a storm drain.

Water Source: Obtain potable water from an approved source.



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**CITY OF AUSTIN FOOD HANDLER REGISTRATION INFORMATION
CLASS B & C REQUIREMENT**

Option A: Take an on-line food handler training with a company that will collect a fee (in addition to the training fee) to automatically register your Food Handler Training certificate with the City of Austin. These certificates have a registration number that includes the letters "COA". Contact the Food Handler Training Companies directly to determine if they will automatically register Food Handlers with the City of Austin. If your Food Handler Training certificate does not have the letters "COA" as part of the registration number you will need to complete **Option B** to register your certificate.

Option B: Take a Food Handler Training course with a company approved by the Texas DSHS Food Handler Program (courses can be viewed at <http://www.dshs.state.tx.us/foodestablishments/handler.shtm#training>) and submit the following to this Department:

- 1.) Proof of approved Texas DSHS Food Handler Training certificate
- 2.) City of Austin Food Handlers Application. The application is available at:
<http://www.austintexas.gov/department/business-applications-and-guides>
http://www.austintexas.gov/sites/default/files/files/Health/Environmental/fh_app_9-28-12.pdf
- 3.) A clear copy of a valid government issued photo ID (such as a driver's license) of the applicant
- 4.) City of Austin Food Handler fee

Food Handler Resources:

- 1.) City of Austin Food Handler Code 10-3-34
- 2.) List of Texas Accredited Food Handler Training programs
<http://www.dshs.state.tx.us/foodestablishments/handler.shtm#training>

**CITY OF AUSTIN FOOD MANAGER CERTIFICATE REGISTRATION INFORMATION
CLASS C REQUIREMENT**

Step 1: Obtain a Food Manager Certificate

- 1.) Certification is obtained by passing a Department of State Health Services (DSHS) approved Certified Food Manager examination. The examination may be taken at any licensed Certification Training Program, Test Site, Online Exam or National Exam provider. Certification is valid for 5 years.
- 2.) This link will provide a list of Certification Training Programs: <http://www.dshs.state.tx.us/foodestablishments/cfm.shtm#lists>

Step 2: Register the Food Manager Certification with the City of Austin

- 1.) Food Manager Certification is recognition that an individual has received certification in the safe preparation and storage of food to prevent foodborne illnesses. The City of Austin requires at least one employee to register with the City of Austin as a Certified City of Austin Food Manager and for that person's City of Austin Food Manager Certificate to be posted in a prominent location at the booth. (Please see Austin City Food Code 10-3-31 for exceptions.)
- 2.) Register your Food Manager Certificate at our Environmental Health Services Division. Submit the following to this Department:
 - a.) City of Austin Food Manager Certificate Application. Applications are available at:
<http://www.austintexas.gov/department/business-applications-and-guides>
http://www.austintexas.gov/sites/default/files/files/Health/Environmental/fmc_app_8-6-13.pdf
 - b.) City of Austin Food Manager Certificate fee
 - c.) Copy of your Texas Department of State Health Services (DSHS) approved Food Manager Certificate
 - d.) A clear copy of a valid government issued photo ID (such as a driver's license) of the applicant