



**AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
PUBLIC HEALTH AND COMMUNITY SERVICES DIVISION
Environmental and Consumer Health Unit**



PO BOX 1088 Austin, TX 78767 Tel: (512) 978-0300; Fax: (512) 978-0322
http://www.ci.austin.tx.us/health/commercial_food_handler.htm

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

Food Handler/Food Manager Employee List (Applies ONLY to locations within the CITY of AUSTIN)

Establishment Name:		Permit Number:	
Address:		Suite/Unit:	
City:	State:	Zip Code:	
Contact Name:		Contact Phone Number:	

All certified Food Handlers and Food Managers must be registered with the City of Austin. **OPERATORS MUST COMPLETE THIS LIST TO INCLUDE ALL INFORMATION REQUESTED** (incomplete lists will Not be accepted) for renewal of a Food Enterprise Permit. Please list all employees and indicate if registered as Food Handler or Food Manager. Include their City of Austin registration number. Permit renewal and Food Handler list do not need to be submitted together. **DO NOT DELAY SUBMISSION/PAYMENT OF PERMIT RENEWAL.** Permit Renewal payments received after permit expiration dates are subject to \$100 late fee. Non-Compliance may result in Legal Charges filed.

Total # of Employees _____
Total # of Food Handlers _____
Total # of Food Managers _____

All Food Enterprise Operators must maintain 100% Food Handler Compliance
All Food Handlers must be registered within 30 days of employment
COA Food Handler Registrations can be verified at: <http://www.ci.austin.tx.us/health/fh/report.cfm>

Use this list or attach a list including the information requested on this page. Please print plainly. Attach additional sheet as needed with remainder of staff listed.

Last Name	First Name	Date of Birth	Food Handler(FH) OR Food Manager(FM)	Currently Registered?	Verification # / Certificate # / Registration #	Expiration Date	Job Title
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	
		/ /		YES NO		/ /	

** Food Handler information: http://www.ci.austin.tx.us/health/commercial_food_handler.htm COA FH Verifications: <http://www.ci.austin.tx.us/health/fh/report.cfm>