

**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 Irving Inspections Department  
*EXEMPTIONS: temporary food establishments, any food establishments that only serve, sell or distribute prepackaged foods or beverages, un-cut produce, coffee, snow cones, or popcorn*
- Should an establishment lose their certified food manager, the Inspections Department must be notified within 10 days. A new City of Irving 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 Irving, please contact the department at (972) 721 2371
- The City issued certificate will have the same expire 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: <http://www.dshs.texas.gov/food-managers/certification.aspx>

**STEP 2 - OBTAIN A CITY OF IRVING FOOD MANAGER PERMIT:**

1. Submit proof of a valid food manager certification from a licensed training program
2. Submit a copy of a valid government issued photo identification
3. Submit a \$30.00 non-refundable fee
4. Complete the application information below

**APPLICATION**

Return this application and applicable fee:

**BY MAIL** - City of Irving - Inspections Department, P. O. Box 152288, Irving TX 75015-2288

**IN PERSON** - Inspections Department, 825 W. Irving Blvd., 2nd Floor, Irving TX 75060

<b>APPLICANT INFORMATION</b>		<input type="checkbox"/> New Permit <input type="checkbox"/> Permit Renewal	
Full Name		Phone	
Home Address		City / State / Zip	
Government Photo Identification (Type / ID #)		Date of Birth	
<b>BUSINESS INFORMATION</b>			
Name of Business		Street Address	
<b>CERTIFICATION INFORMATION</b>			
Company Issuing Certification		Certification Expiration Date	

I have submitted the above information for application of a permit from the City of Irving Inspections 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

Signature	Date
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