

Illinois Department of Public Health
Division of Food, Drugs and Dairies
**FOOD SERVICE SANITATION MANAGER CERTIFICATION PROGRAM
REQUEST FORM**

CURRENT INFORMATION (PLEASE TYPE/PRINT)

Mr. Ms. Miss Mrs.

NAME _____
First Name, Middle Initial, Last Name

ADDRESS _____ CITY _____ STATE _____

ZIP CODE _____ COUNTY _____

*SOCIAL SECURITY NUMBER _____ ILLINOIS FSSMC I.D. # _____

DAYTIME TELEPHONE NUMBER () _____

PLEASE MARK ALL BOXES THAT APPLY. REVIEW THE REVERSE SIDE OF THIS FORM FOR DESCRIPTION.

- _____ A. New Certificate - \$35
- _____ B. Certificate Renewal - \$35 (Must complete one of the state approved training and/or testing requirements within the five year certification period, prior to expiration, in order to be eligible for renewal.)
Recertification criteria for renewal must be received by the Department postmarked no later than 30 days after the certificate's expiration.
- _____ C. Replacement Certificate, no changes of information required (i.e., lost, stolen, destroyed) - \$10
- _____ D. Replacement Certificate with Last Name (Surname) Change and/or Address Change - \$10
- _____ E. Notification of Name and/or Address Change only (no corrected certificate needed)
- _____ F. Reciprocity - You will be billed \$35 - DO NOT send money now. Illinois has a reciprocity agreement with the City of Chicago. Enclose copy (not original) of that current certificate.

You must check one of the three choices below. According to the Illinois Administrative Procedures Act each state agency must require license holders to certify the following:

"I hereby certify, under penalty of perjury, that

(check one)

- I am not subject to a child support order.
- I am not more than 30 days delinquent in complying with a child support order.
- I am more than 30 days delinquent in complying with a child support order.

Signature: _____ Date: _____

Failure to so certify may result in denial of your application or renewal. Making a false statement may subject you to contempt of court and disciplinary action. (5ILCS 100/10-65(C)).

Mail this request with appropriate
fee (if required) to:

Illinois Department of Public Health
Division of Food, Drugs and Dairies
525 W. Jefferson St.
Springfield, IL 62761
Telephone 217-785-2439
TTY for Hearing Impaired Use Only 800-547-0466

*The Illinois Department of Public Health requests your Social Security Number to assist in tracking and searching for your certification records. Disclosure is voluntary and no rights, benefits or privileges will be denied if you choose not to disclose your number.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
Division of Food Drugs and Dairies

Instructions for Completion

A. New Certificate

The Illinois Food Service Sanitation Manager Certification certificate is valid for five years. Your new 5-year certificate will be issued after the \$35 fee has been received. Complete all sections of the form, including the child support statement and submit it with a \$35 check or money order paid to Illinois Dept. of Public Health or "IDPH".

B. Certificate Renewal

If your certificate expires within the next three months and you have not received a renewal notice, submit this form to the Illinois Department of Public Health. Complete the entire form and submit it with the \$35 check or money order paid to "IDPH". Be sure to sign and date the child support certification statement. It is very important that your request for a renewed certificate and the \$35 fee be postmarked no later than 30 days after the current certificate expiration date. Continuing education/examination requirements must be met before the certificate expires.

C. Replacement Certificate

If you need to replace a lost, stolen or misplaced certificate, please complete this form and submit it with the \$10 fee.

D. Replacement Certificate with Last Name and/or Address Change

If you have changed your name or address, and you need a new certificate which shows these changes, please complete and submit this form along with the \$10 fee. **The certificate holder is required by law to notify the Department of any change of address.** Legal proof of a name change, such as a copy of a driver's licence, copy of a divorce decree, copy of a firearm owner's ID (FOID), copy of a passport or copy of a marriage certificate must accompany a request for name change.

E. Notification of Last Name and/or Address Changes – Replacement Certificate Not Needed

If you have changed your name or address, but you do not need a replacement certificate which shows these changes, please complete and submit this form. There is no fee for changes if you do not need an updated certificate. You must notify the Department of address changes to ensure that you receive your renewal application prior to the expiration date. Legal proof of a name change, such as a copy of a driver's licence, copy of a firearm owner's ID (FOID), copy of a divorce decree, copy of a passport or copy of a marriage certificate must accompany a request for name change.

F. Reciprocity

If you have a current City of Chicago Food Service Sanitation Manager Certificate and you wish to receive an Illinois certificate, please complete and submit this form along with a photocopy of your Chicago certificate. We must verify that you have a valid Chicago certificate. When we receive this verification, we will send you an application. Do NOT send any money with this request. You will be billed. Please allow 6 - 9 weeks for processing.