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AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
 ENVIRONMENTAL HEALTH SERVICES DIVISION
 PO BOX 142529, Austin, TX 78714 Telephone: (512) 978-0300 Fax: (512) 978-0322



City of Austin Food Enterprise Employee List

Required to be submitted with Permit Renewal Notice (applies ONLY to locations within the CITY OF AUSTIN)

NOTICE: Failure to submit this list or meet Food Handler Compliance Requirements may result in a \$112 compliance verification fee.
 All individuals performing duties under Food Enterprise Permit must be included, i.e. volunteers, paid/unpaid employees, etc.

1. Establishment Name:		2. Permit No.:	
3. Establishment Address:		Suite/Unit:	Austin, TX Zip Code:
4. Total number of employees/volunteers/contractors at this establishment:		6. I certify the information on this list (and all attached pages) is current and correct to the best of my knowledge. (Signature required)	
5. Total number who do not perform food handler/food manager responsibilities: List employee(s) names, circle "NA" below, & include Non-Food Handler affidavit		X _____ Date _____	

First Name (as it reads on certificate)	Last Name (as it reads on certificate)	Date of Birth (Required)	(Circle One) Food Manager (FM) Food Handler (FH) Non-Food Handler Affidavit (NA)	City of Austin Certificate or Registration No. (Food Handlers should begin with "COA"): (Required)	Expiration Date (on certificate)	Job Title	For Office Use Only
		/ /	FM / FH / NA		/ /		
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Instructions:

1. Complete all blanks, 1-6. All information should be listed as it appears on your permit or permit renewal notice. **Please print clearly and sign document.**
2. Include all employees on spreadsheet. Number of employees listed **must** match total number of employees noted on permit renewal application.
3. First and last name, date of birth, certificate number, expiration date, and job title are required for all employees, including food handlers, food managers, and non-food handlers. A non-food handler affidavit is required for non-food handlers.
4. Confirm status of registration prior to submitting Employee List.

Frequently Asked Questions:

Q. Why is date of birth required?

A. Date of birth is required to correctly verify a specific employee's registration in our database.

Q. Can I create my own spreadsheet?

A. Yes, just make sure to include all required information including First and Last Name, Date of Birth, FH/FM/NA, Certificate No., and Job Title.

Q. Who needs to be registered as food handler?

A. Any employee or volunteer who handles or works with unpackaged food, food equipment or utensils, or food contact surfaces.

Food Handler Resource Links and Registration info found at:

www.austintexas.gov/departments/food-handler-registration
Or Call: 512-978-0300

- Food Handler Austin Registration Verification
- Food Handler Application (English or Spanish)
- Food Handler List Template
- Non-Food Handler Affidavit
- Accredited Food Handler Training Providers
- City of Austin Food Handler Code
- Appointments available upon request

How to Register a Food Handler:

1. Complete a State of Texas approved food handler course. Visit <http://www.dshs.state.tx.us/foodestablishments/handlers.shtm#training> for approved courses.
2. If your Certificate No. does not include "COA", you will need:

Food Handler Application

Food Handler Certificate

Government-issued photo ID

\$12.00

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Example City of Austin Registered Food Handler

 FOOD HANDLER REGISTRATION	
Name of Registrant:	Jane Doe
Registration Number:	COA10211361
Issue Date:	01/01/2013
Expiration Date:	01/01/2015

3. Carefully read certificate to determine if certificate is registered with the City of Austin. Look for "COA" in the Certificate No.

For example: Certification No: COA_20110510130506 OR **COA-LMDFK05ZPC**

4. The "COA" signifies that the certificate is registered with the City of Austin and the fee of \$12.00 has been paid.

Use this certificate number on the employee list.