



REGULATORY LICENSING UNIT
FOOD MANUFACTURER LICENSE APPLICATION

(Health and Safety Code, Chapter 431)
Return both the completed application and fee to:
TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PO Box 12008, Austin, Texas 78711.
You may contact our office at: (512) 834-6626

MFG FOOD

BUDGET ZZ104
FUND: 183
LICENSE #:

If you are a food wholesaler only (you do not private-label, manufacture, or repack food), contact this office at (512) 834-6626 for the correct application.

Name Under Which Business is Conducted (DBA):

Physical Address to be Licensed:

City, County, State, Zip Code:

Telephone # at address:

FEE SCHEDULE FOR FOOD MANUFACTURERS, PRIVATE LABELERS, AND REPACKERS

The fee is based on gross annual sales for ALL food manufactured at the licensed place of business. This includes private labeled food, manufactured food, wholesaled food, and repacked food from the licensed location. This includes facilities where food is held for limited periods of time. Note: If a food manufacturer operates food warehousing locations that are physically separate from the manufacturing location, the food warehouses must be individually licensed as warehouse operators.

Type of Manufacturer (Check all that apply):

- Processor/Packer, Water Vending Machine(s), Re-packer, Private Labeler - Name/Address of Co-Packer:

Type of Sales:

- Wholesale and/or Retail, Retail Only

GROSS ANNUAL FOOD SALES

FEE FOR MINOR AMENDMENT

Table with 2 columns: Gross Annual Food Sales and Fee for Minor Amendment. Rows include sales ranges from \$0.00 to \$10,000,000.00 and corresponding fees from \$50.00 to \$840.00.

LATE FEE - A person who files for renewal after the license expiration date must pay an additional \$100.00

ANY RETURNED CHECKS RECEIVED AFTER EXPIRATION DATE WILL BE ASSESSED THE \$100.00 LATE FEE

VERIFICATION: I SWEAR OR AFFIRM THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY BY SIGNATURE HEREON, THAT I AM AUTHORIZED TO EXECUTE THIS DOCUMENT ON BEHALF OF THE CORPORATION AND AM ELIGIBLE TO RECEIVE A LICENSE. IF SIGNING THIS AS OWNER OF A SOLE PROPRIETORSHIP, I AM NOT DELINQUENT IN THE PAYMENT OF ANY CHILD SUPPORT OWED UNDER CHAPTER 232, FAMILY CODE. IF SIGNING AS A SOLE PROPRIETOR, I CERTIFY I HAVE FILED THE ASSUMED NAME CERTIFICATE IN APPROPRIATE COUNTIES PURSUANT TO BUSINESS AND COMMERCE CODE, CHAPTER 36. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND CHAPTER 431 OF THE HEALTH & SAFETY CODE, THE APPLICABLE PROVISIONS OF 25 TEXAS ADMINISTRATIVE CODE, CHAPTER 229, AND AGREE TO ABIDE BY THEM.

Signature

- OWNER, PARTNER, PRESIDENT, CORPORATE DESIGNEE / AGENT

Date

Printed Name & Title

**PURPOSE OF THIS APPLICATION:** Mark appropriate box to indicate purpose of application, and/or any change in status of firm.

**New** - Start Date of Regulated Activity: \_\_\_\_\_

**Change of Ownership (Including legal entity)** [previous owner: \_\_\_\_\_ Effective Date: \_\_\_\_\_]  
Change of ownership (including change of legal entity) requires submission of a new application and fee as listed on Page 1. The effective date of change becomes the new anniversary date.

**Amended** -  Change of Location [previous location: \_\_\_\_\_]  
 Change of Name [previous name: \_\_\_\_\_] } Enter the date the change was effective  
 Other: \_\_\_\_\_ Date: \_\_\_\_\_

Any minor amendment including change of name or change in the location of a licensed place of business, requires submission of a new application and fee as listed on Page 1. The current expiration date remains in effect.

**Renewal** - Renewals are valid from the anniversary date. **Failure to submit the renewal fee before the expiration date will result in a delinquency fee for each location and must be remitted before the license or permit will be issued.**

**Notice that firm is out of business.** Date: \_\_\_\_\_  
Sign and date. Return for deletion from our records.

**Not required to license/permit**  
Reason: \_\_\_\_\_

**RESPONSIBLE INDIVIDUAL IN CHARGE AT PHYSICAL ADDRESS**

A license cannot be issued for manufacturing or holding of foods for distribution in any room used as living or sleeping quarters; or for the manufacturing, assembling, testing, processing, packing, holding or labeling of drugs and/or devices from any personal residence.  
*\*Residence address, driver's license number, and date of birth are only required of drug, device, and/or certificate of authority applicants*

\_\_\_\_\_  
Name & Title \*Residence Address \*Driver's License Number \*Date of Birth

**BUSINESS HOURS OF OPERATION:** \_\_\_\_\_ m. to \_\_\_\_\_ m.

**WEBSITE/ INTERNET ADDRESS:** http://www.\_\_\_\_\_

**BILLING INFORMATION** (The license and/or courtesy renewal notice will be sent to the following):

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_

Name of Application Preparer (Contact Person): \_\_\_\_\_

Telephone Number of Application Preparer (Contact Person): \_\_\_\_\_

Fax Number of Application Preparer (Contact Person): \_\_\_\_\_

E-mail Address of Application Preparer: \_\_\_\_\_

**PRIVACY NOTIFICATION:** With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. You may visit our website listed below for more information on the Privacy Notification (Reference: Government Code, Section 522.021, 522.023 and 559.004).

**ALL THREE PAGES OF THE APPLICATION FORM MUST BE COMPLETED BEFORE A LICENSE WILL BE ISSUED. Please allow 4-6 weeks for processing.**  
Visit our website at: [www.dshs.state.tx.us](http://www.dshs.state.tx.us)

Please address **correspondence only** to:  
Texas Department of State Health Services  
RLU, Food and Drug Licensing Group, MC 2835  
PO Box 149347  
Austin, Texas 78714-9347

**BE CERTAIN TO COMPLETE ALL PAGES OF THIS FORM**  
**PAGE 2 OF 3**

**LICENSE HOLDER INFORMATION:** Complete the required ownership information.

Legal name of company must be identical to the name on your State Tax Payer's Identification on file with the Texas Comptroller of Public Accounts.

Legal Name Tax Payer ID # or Charter # Outlet #

Mailing Address of Licensed Establishment City and State Zip

\* Has the applicant, licensee, and/or managing officer(s) been convicted of a felony or misdemeanor?  Yes  No  
(If yes, please attach a statement explaining the conviction.)

*\*Residence address, driver's license number, and date of birth are only required of drug, device, and/or certificate of authority applicants*  
**INCLUDE A COPY OF YOUR DRIVER'S LICENSE**

**SOLE OWNER / PROPRIETORSHIP**

Name \*Residence Address \*Drivers License Number \*Date of Birth

**PARTNERSHIP**  **LP**  **LLP**  **LTD**

Name of Partnership Effective Date of Partnership

Name \*Residence Address \*Drivers License Number \*Date of Birth

Name \*Residence Address \*Drivers License Number \*Date of Birth

Name \*Residence Address \*Drivers License Number \*Date of Birth

**ASSOCIATION**

Name \*Residence Address \*Drivers License Number \*Date of Birth

Name \*Residence Address \*Drivers License Number \*Date of Birth

**CORPORATION**  **LLC**

Name of Corporation Date and Place of Incorporation

President's Name \*Residence Address \*Drivers License Number \*Date of Birth

Officer's Name \*Residence Address \*Drivers License Number \*Date of Birth

Officer's Name \*Residence Address \*Drivers License Number \*Date of Birth

Name of Registered Agent \*Residence Address Telephone Number