

## MOBILE FOOD VENDING INFORMATION PACKET – NEW VENDORS

The "Mobile Food Establishment (Vendor) Plan Review Application and Health Inspection Certificate Guidance Packet" provides information needed in order to receive approval for the design and function of a mobile food vending unit as well as to obtain a mobile food vendor "Health Inspection Certificate" that is required to operate as a mobile food vendor in the District of Columbia.

NEW mobile food vending operations must meet requirements to operate a business in the District of Columbia. Business operation related information as well as licensing information can be obtained by contacting the Department of Consumer & Regulatory Affairs (DCRA), One-Stop Center at **1100 4<sup>th</sup> St SW (202) 442-4512**.

Below you will find the steps that must be taken to obtain a valid health inspection certificate.

- Step 1. Certified Food Protection Manager (CFPM) card obtained
- Step 2. Vending Unit **Plan** and Equipment **List** submitted (Form A and Form B)
- Step 3. Mobile Food Establishment **Application** submitted (Form C)
- Step 4. Depot **Letter** submitted (Form D)
- Step 5. Inspection conducted
- Step 6. Obtain DCRA Vending Business License
- Step 7. Inspection Certificate obtained

### **STEP 1. DEPARTMENT OF HEALTH - OBTAIN A CERTIFIED FOOD PROTECTION MANAGER IDENTIFICATION and become familiar with the Food Code**

Mobile food unit operators are required to have their District-issued certification identification present during all times of operation. Enroll and complete a Food Manager Certification Course and final Certification Exam, contact one of the national providers listed below to arrange for training. Complete the process to receive a valid certificate. For questions regarding how to obtain or renew a "Certified Food Protection Manager Identification card" contact the Food Safety & Hygiene Inspection Services Division, 899 N Capitol Street, NE, 1<sup>st</sup> Floor, Washington DC, 20002, 202-535-2180.

Several providers offer the class at a variety of locations and times. It is suggested that individuals contact the national providers to schedule a class for their convenience. The providers are as follows.

**Prometric (Certified Professional Food Manager Exam)**  
1-800-624-2736  
[www.experioronline.com](http://www.experioronline.com)

**ServSafe (National Restaurant Association)**  
1-800-765-2122  
[www.nraef.org](http://www.nraef.org)

**National Registry of Food Safety Professionals**  
1-800-446-0257  
[www.nrfsp.org](http://www.nrfsp.org)

After successfully completing the Exam, once you have received your certificate, bring the **original** certificate and test score(s), (no photocopies, no faxes, no instructor letters) along with a check or money order (**No Cash**) for \$35 made payable to DC Treasurer and two forms of identification (one must be with a photo). Your card will be valid for a period of three years from the date of the exam. For additional questions regarding how to obtain or renew a "Certified Food Protection Manager" identification card contact the Food Safety and Hygiene Inspection Services Division, 899 N Capitol Street, NE, 1st Floor, Washington, DC 20002