



**Public Health**  
Prevent. Promote. Protect.

*Norman Oestrike, MD*  
*Health Officer*

# Brown County Department of Health

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## **Brown County Food Establishments Annual licensing form and fee**

**All Food Licenses are due for renewal between  
January 1 and January 31, 2019**

(unless the operation is a seasonal operation-then the license is to be renewed prior to opening).

**Please do not attempt to renew your license before January 2nd**

By law we cannot accept funds for 2019 in our office until January 2, 2019 as we are closed Tuesday, January 1st for the New Year's Day holiday.

To renew your license, please fill out the enclosed license application and return this application with either a-

- **check,**
- **cashier's check,**
- **money order,**
- **credit card**
- **debit card**
- **cash-if you pay in person at our office in the County Annex Building.**

If you would like to pay with a debit or credit card, please call us with your card information before January 31, 2019. We will still need the License Application with an original signature (not a copy or a scan). Upon receipt and acceptance of the completed license form and payment for the licensing fee, you will be issued your 2019 food license.

**AGAIN --- WE CANNOT ACCEPT PAYMENT UNTIL JANUARY 2, 2019.**

***The license application and fee are due by January 31, 2018. If the license is not renewed by January 31<sup>st</sup> and you are NOT a seasonal operation, there will be 10% per day late fee added.***

**On the license application, please provide your Certified Food Manager Certificate number so we can verify that this certificate is current.**

The Health Department website is [www.browncountyhealthdept.org](http://www.browncountyhealthdept.org). The website has additional forms for temporary events and other information.

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