



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

# Brown County Department of Health

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*Norman Oestrike, MD*  
*Health Officer*

## **Brown County Food Establishments annual license renewal**

The term for your food establishment license is January 1<sup>st</sup> to December 31<sup>st</sup>. Since this year January 1<sup>st</sup> is on a Sunday, and we are closed on the 2<sup>nd</sup> you have from **January 3<sup>rd</sup> to January 31<sup>st</sup>** to renew your license for 2023.

(If your operation is a **seasonal operation--not open all year--**, then the license must be renewed prior to opening).

***Please do not attempt to renew in December, we cannot accept the payment until 2023.***

There are **TWO** ways to renew your license:

**ONE:** Fill out the enclosed license application, sign and return this application with the following acceptable forms of payment;

- **check**, (we reserve the right to not accept a check) or
- **cashier's check, or money order, or**
- **cash- pay at 200 Hawthorne Drive. A receipt will be issued. OR**

**TWO:** You can call in to the office at 812-988-2255 with a;

- **credit card or debit card (3% fee)**. We will still need the License Application **with an original signature, (not a copy or a scan)**, mailed to or dropped off at 200 Hawthorne Drive. (Health Department location)

**We have sent you the form for your specific license based upon your past status. The fees are not changed from last year...**

***If the license is not renewed by January 31st and you are NOT a seasonal operation, there will be 10% per day late fee added to the cost.***

**On the license application, please provide your Certified Food Manager Certificate Number. THIS SHOULD BE FOR A STAFF MEMBER WITH A CURRENT CERTIFICATION.**

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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