



Public Health
Prevent. Promote. Protect.

Brown County Department of Health

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*Norman Oestrike, Md, Health Officer 2024
Michael Corwin, MD, Health Officer 2025*

Brown County Food Establishments Annual Food License Renewal due in January

The term for your food establishment license is January 1st to December 31st annually. Your license renewal for 2025 will need to be made between **January 1st to January 31st** to be current in 2025. **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**

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

Please do not attempt to renew in December, we cannot accept the payment until January 2025.

To renew your license:

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-you can pay at 200 Hawthorne Drive. A receipt will be issued.**

OR -- You can call in to the office at 812-988-2255 with a;

- **credit card or debit card (3% fee will be charged)**. We will still need the actual 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 applicable, on the license application, please provide your Certified Food Manager Certificate Number. THIS SHOULD BE FOR A STAFF MEMBER WITH A CURRENT ANSI Approved CERTIFICATION such as ServSafe. You still only need a CFM on staff, not during all open hours.

The Health Department website is <https://in.gov/localhealth/browncounty>
The website has other information and licensing forms

Thank you,
Jennifer Heller
Environmental Health Specialist, Brown County Health Department
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