



STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

DAN WYANT  
DIRECTOR

**DATE:** January 8, 2004

**TO:** All Local Health Departments (LHD's)  
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian  
Michigan Department of Agriculture (MDA)  
Attn: Food and Dairy Division Managers

**FROM:** Thomas Crook, Manager  
Food Service Sanitation Section  
Food and Dairy Division

**SUBJECT:** 2004-05 Food Service License Application

A handwritten signature in black ink, appearing to read "Thomas Crook".

The recently developed food service license application for the 2004-05 licensing year is attached. **Please begin using this application starting January 16, 2004.** The cut-off date for using the 2003-04 license applications is January 15, 2004.

Agencies can either print applications as needed from the attached adobe acrobat file or download from the MDA web site at: [http://www.michigan.gov/mda/0,1607,7-125-1569\\_16958\\_16977---,00.html](http://www.michigan.gov/mda/0,1607,7-125-1569_16958_16977---,00.html) (this web page is currently being modified to provide a clearer explanation for users and to eventually include the new temporary food service application form). Agencies may freely link to this MDA web page. The application can also be found under "forms" on the Resources for Regulators web page, plus the new application will be spotlighted on the MDA home page for a period.

The attached application can be filled out by hand or used as an electronic form. Just click in the field, type and tab to the next field. Adobe acrobat reader 5.0 or higher is needed to use the form. Completed forms can be saved if the user has the full version of adobe acrobat software. Licensing staff would appreciate forms being typed in all capital letters to increase legibility.

Requests for agencies that requested pre-printed copies are being processed. Please print individual copies as needed until your order arrives.

A number of departments have submitted food service sanitation program fee schedules, as requested. I have noted that many fee schedules list last years STFU license fee. Please check the "Food Service Fee Chart, 2004/2005 Licenses" to make certain your fee schedule is up-to-date.

Please call Rosy Ruedger at 517-241-2434 should you have questions regarding licensing matters.

KB/enclosure