



APPLICATION FOR FOOD ESTABLISHMENT LICENSE

(National School Lunch Program Participants)

Kansas Department of Agriculture
Food Safety & Lodging
1320 Research Park Drive 2nd Floor Manhattan, KS 66502
(785) 564-6767
www.agriculture.ks.gov/fsi

ESTABLISHMENT INFORMATION

Establishment Name: _____ Phone: _____
Establishment Address: _____ Fax: _____
City, State, Zip Code: _____ County: _____
Effective Date of Operation: ___/___/___ Email Address (for renewals): _____

OWNERSHIP INFORMATION

(READ CAREFULLY: Please list corporation, partnership, partners or individual owner)

Legal Ownership: _____
[] Individual / Sole Proprietor [] Partnership (LLP / LP)* [] Corporation (Corp. / Inc.)* [] LLC*
* Is ownership registered with the Kansas Secretary of State? [] No [] Yes--Business Entity ID #: _____
To register with the Secretary of State go to www.kssos.org or call 785-296-4564 to register your ownership in KS
* Federal Tax ID #: _____

Contact Person: _____ Phone: _____

Mail License and Renewal To: [] Establishment [] Optional Address

OPTIONAL MAILING ADDRESS

Mail to Name: _____
Mailing Address: _____
City, State, Zip Code: _____

I agree as a condition to the granting of a license to comply with and abide by all the terms of the Kansas Food, Drug and Cosmetic Act and the rules and regulations prescribed thereunder. I declare the above statements are true, complete and accurate to the best of my knowledge.

Signature _____ Date: ___/___/___
Printed Name _____ Title: _____

For Office Use Only
Inspector: _____
Inspection Date: ___/___/___
Task Assigned: ___/___/___

For Office Use Only
License # _____
Date Issued: ___/___/___ Initials: _____

A separate application and fees will need to be submitted for each location needing a license.
NOTE: ALL new applications require an application fee and a license fee.

All licenses run April 1st to March 31st.

Make checks payable to: Kansas Department of Agriculture or KDA

A credit card payment form can be downloaded at:

<http://agriculture.ks.gov/docs/default-source/rc-food-safety/credit-card-eft-food-cc-october-2017.pdf?sfvrsn=4>

School Lunch Facility means any school, institution, or other organization providing meals to children through the National School Lunch Program of the Division of Food and Nutrition Services, United States Department of Agriculture.

Satellite School Lunch Facility means any program offered through an education facility with a school lunch program that is operated at a different location as designated by the education facility. A satellite school lunch program does not have on-site food preparation, except portioning food for service.

Please check the appropriate box below. This will be verified during initial inspection.

	Application Fee	+	License Fee	=	Total Fee Due
<input type="checkbox"/> School Lunch Facility	\$200.00		\$415.00 (SCR)		\$615.00 (SCN)
<input type="checkbox"/> Satellite School Lunch Facility	\$200.00		\$340.00 (SSR)		\$540.00 (SSN)

****For Office Use Only****

SCN _____ SSN _____

CK CC MO Cashier Elec Check Cash

Number _____ Transaction # _____ Amount \$ _____