



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

**Defiance County General Health District**  
1300 East Second Street, Suite 100, Defiance, Ohio 43512  
Phone 419-784-3818 Fax 419-782-4979  
www.defiancecohealth.org

## RE: Transfer of Food Service Operation / Retail Food Establishment License

In accordance with Sections 3717.26 and 3717.46 of the Ohio Revised Code, a Food Service Operation License or a Retail Food Establishment License may be transferred by the Licensor (Health Department) once per year. The license may be transferred by the license holder of record to a new address in Defiance County or to a new owner. In the latter case the law specifies that the license may not be transferred without the consent of the Licensee (the person or organization whose name appears on the license). If you wish to transfer your license to a new owner, please complete the paragraph below and return the enclosed application to the above address, or fax. Your license will be issued at the time of inspection.

I, \_\_\_\_\_, authorized representative of  
(Print Name of current operator or representative)

\_\_\_\_\_ request the transfer of Food Service Operation or Retail Food Establishment  
(Name of operation or establishment)

License # \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(Name of new owner or operator) Exact date Transfer will take place

\_\_\_\_\_  
Signature of current operator or representative

\_\_\_\_\_  
Date

- The new owner must also complete and return an **Application for a License to Conduct a: Food Service Operation/Retail Food Establishment.**
- Failure to provide approval for a license transfer will require the new owner to purchase a valid license at full cost. Please return this form as soon as possible.
- All licenses expire on March 1<sup>st</sup>. Renewal Notices are mailed in February and licenses must be renewed on or prior to March 1st to avoid the 25% late penalty.

\* Food licenses will not be transferred between December 1<sup>st</sup> and March 1<sup>st</sup>. The new operator/ location must purchase a new license.

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**An Equal Opportunity Employer and Provider of Services**