

**LICENSE TRANSFER FORM for:
Food Service Operations (FSO) & Retail Food Establishments (RFE)**

Remit form to: Highland County Health Dept. - Environmental Health's Food Div.
1487 North High St., Suite 400, Hillsboro, Ohio 45133 Phone: (937) 393-1941 Fax: (937) 393-4694

Section I: Food license transfer requirements and restrictions:

1. Applicable laws governing the transfer of food licenses can be found in Ohio Revised Code (ORC) sections 3717.26 (RFE) and 3717.46 (FSO).
2. A person or government entity may request to receive a RFE/FSO license by transfer.
3. This office may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions ORC 3717.26(.46) and the rules adopted under it applicable to RFE/FSO.
4. This office may transfer a food license under either of the following circumstances: (1) The sale or disposition of the RFE/FSO or (2) The relocation of the RFE/FSO.

5. In the case of the sale or disposition of a RFE/FSO, the license may not be transferred unless the licensee consents to the transfer.
6. A license shall not be transferred more than once in a licensing period.
7. Temporary RFE/FSO licenses are not transferable.

OFFICE USE ONLY

Date received: ___/___/___
Was this form completed at the HCHD? Yes No
If yes, name of HCHD Representative present: _____

Approved by: _____

Date: ___/___/___ (Rev. 2023)

Section II: Transfer information:

★ **To be completed by the current licensee/authorized representative of the operation.**

1. Information regarding the existing (old) license:

Current licensing status: <input type="checkbox"/> FSO, <input type="checkbox"/> RFE, <input type="checkbox"/> Mobile FSO, <input type="checkbox"/> Mobile RFE, <input type="checkbox"/> Vending Machine Location or <input type="checkbox"/> Micro market
Facility Name:
Facility Address
Name of Owner/Licensee holder:

2. Please check the reason this transfer is being requested:

The sale or disposition of the RFE/FSO.

Provide name of New Owner/Operator: _____

The relocation of the RFE/FSO. Provide proposed facility's name & address as it will appear on (new) license:

Facility Name:
Facility Address

3. A licensing application with updated information will need to be filled out and submitted to this office prior to the new license being issued. The licensing application form can be obtained through this office.

4. Statement:

I hereby give my permission for the above facility's food license to be transferred to the new owner/operator or to the new business location without any further payment of fee to the Highland County Health Dept.

_____ Date: _____
Signature of existing Licensee or Authorized Representative

Section III: Notary Information

★ **This form must be notarized, unless signed in the presence of a Highland County Health Dept. representative.**

Notary Signature: _____ Date: _____

Stamp:

Code information regarding the Transfer of a food license.

3717.46 Transfer of license.

(A) A food service operation license may be transferred by the licensor under either of the following circumstances:

- (1) The sale or disposition of the food service operation;
- (2) The relocation of the food service operation.

(B) A person or government entity may request to receive a food service operation license by transfer. A licensor may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions of this chapter and the rules adopted under it applicable to food service operations. In the case of the sale or disposition of a food service operation, the license may not be transferred unless the licensee consents to the transfer. A license shall not be transferred more than once in a licensing period. Temporary food service operation licenses are not transferable.

3717.26 Transfer of license.

(A) A licensor may transfer a retail food establishment license under either of the following circumstances:

- (1) The sale or disposition of the retail food establishment;
- (2) The relocation of the retail food establishment.

(B) A person or government entity may request to receive a retail food establishment license by transfer. A licensor may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions of this chapter and the rules adopted under it applicable to retail food establishments. In the case of the sale or disposition of a retail food establishment, the licensor may transfer a license only if the licensee consents to the transfer. A licensor may not transfer a license more than once in a licensing period. A license for a temporary retail food establishment is not transferable.

Effective Date: 11-03-1999