

HOW TO RENEW YOUR FOOD SERVICE FACILITY WITH AN EXISTING CASE # IN THE NEW MOMENTUM SYSTEM

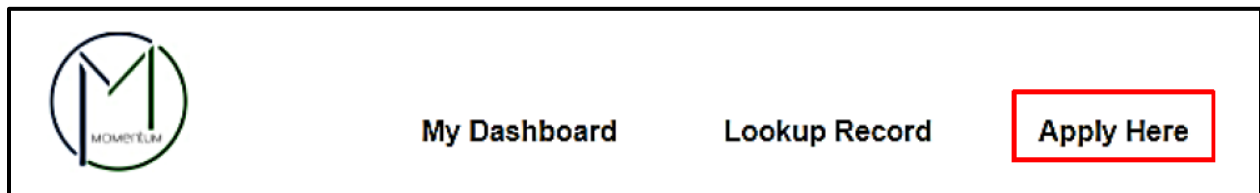
The purpose of this document is to outline the steps needed to renew your **food service facility** with your existing case number. This is a **one-time** renewal process used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # into a Momentum application (Starts with APP-). Subsequent renewals will follow a different course of action outlined by the new Momentum system.

Step 1: Visit the website <https://momentumhome.princegeorgescountymd.gov>

Step 2: Click on Create User Account.

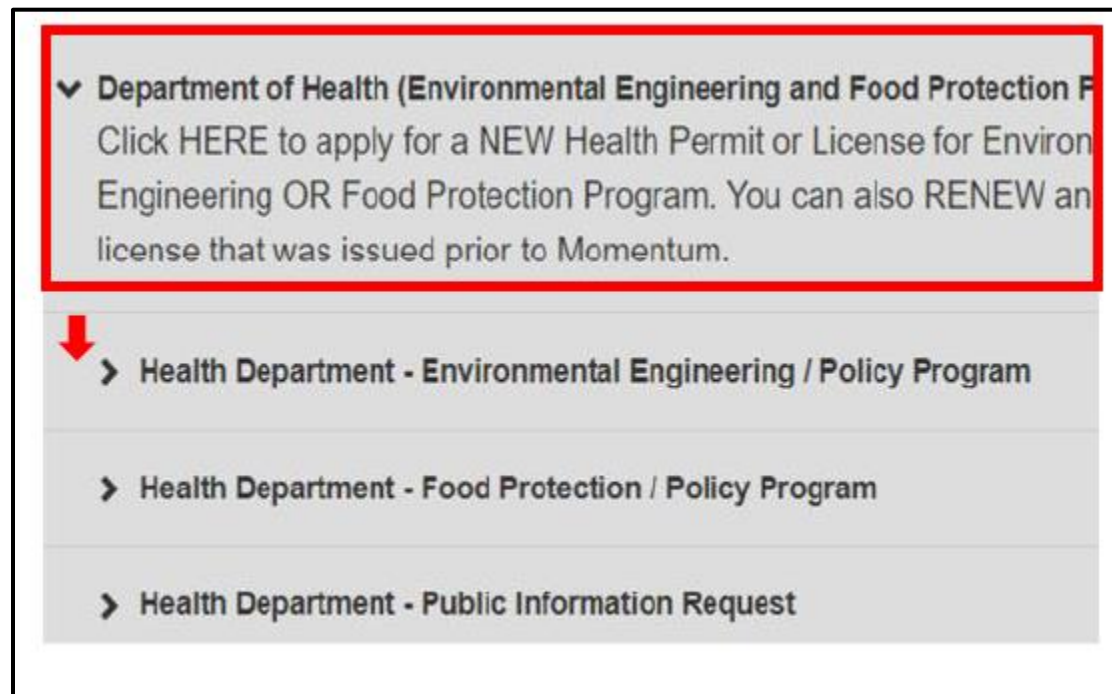
Step 3: Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don't have a login.

Step 4: From the Momentum Dashboard, Select "Apply Here"



Step 5: Select the Department of Health (Environmental Engineering and Food Protection Program)

Step 6: Select the Health Department – Food Protection / Policy Program



Step 7: Use the drop-down menus and select **Food Service Facility Permit**

▼ Department of Health (Environmental Engineering and Food Protection Program)
Click [HERE](#) to apply for a NEW Health Permit or License for Environmental Engineering OR Food Protection Program. You can also RENEW an existing license that was issued prior to Momentum.

► Health Department - Environmental Engineering / Policy Program

▼ Health Department - Food Protection / Policy Program

Food Service Facility Permit

[Food Services Other Permit](#)

[Temporary Permit](#)

Application Information

Step 8: Read the general instructions before proceeding to select your license application category.

- Depending on your HACCP Priority, please select the appropriate renewal option that matches your facility

Submit a New Application [Click here to save the progress](#)

1 2 3 4 5 6

Instructions

Application Information Instructions:

1. Please select the priority type of the Food Service Facility (High, Moderate, or Low) in the **License Category** field.
2. If you are renewing your existing facility permit, please select the **renewal** option of the permit type.
3. Please add the Facility Address in the **Application Address / Location** section below.
 - To add this information please click on the **Add Address / Location** button below and **search by Address**.

For questions regarding your application please contact the Food Protection Program at 301-883-7690.

*Fill in the application information. Fields with * are Required*

What kind of application are you submitting?
Food Service Facility Permit

License Category * ⓘ

Select

Select

High Priority

High Priority - Renewal

Low Priority

Low Priority - Renewal

Moderate Priority

Moderate Priority - Renewal

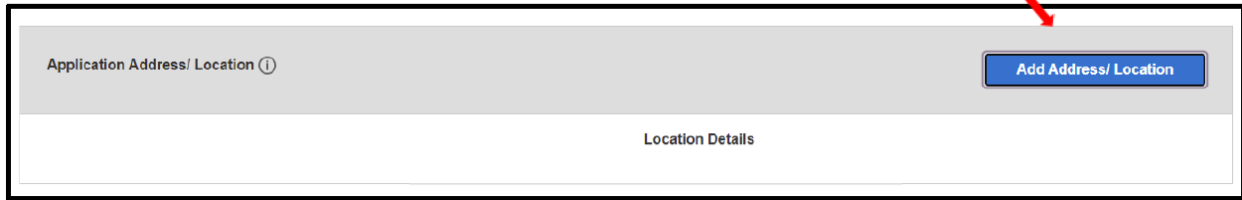
Add Address / Location

Location Details

Back **Save & Continue**

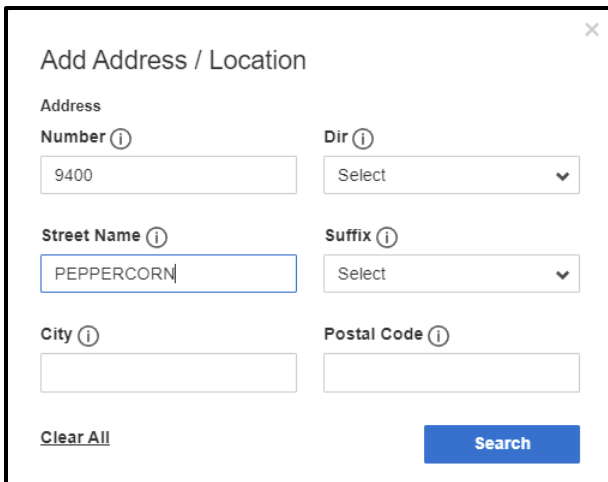
Step 9: Add your address in the Application Address / Location Section as required by the Application.

- Click on the Add Address / Location button

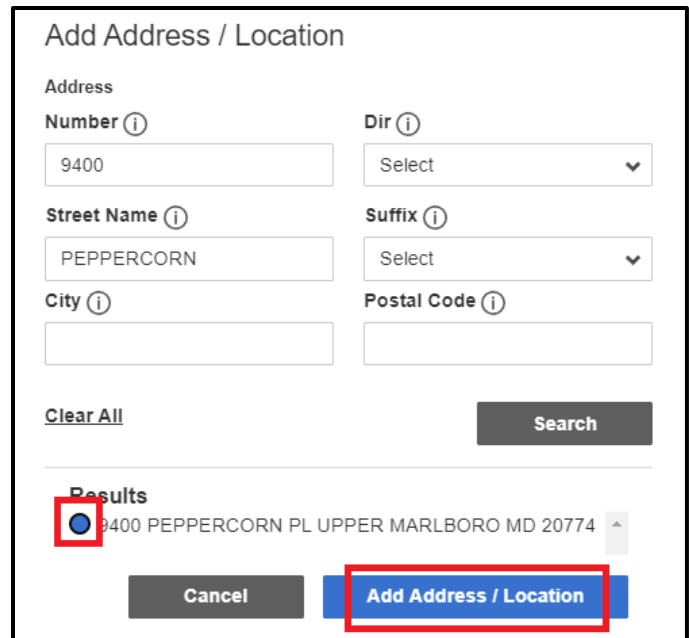


The screenshot shows a header bar with the text "Application Address / Location" on the left and a blue button labeled "Add Address / Location" on the right. A red arrow points to this button. Below the header is a section titled "Location Details".

- Enter Address of the facility
- Click Search (If match found, the system will display the Address in the Results section)
- Select the Address in the Results section and click on the Add Address / Location button to associate the Address to your application.



The screenshot shows the "Add Address / Location" form with the following fields: "Address" (with "Number" and "Dir" sub-fields), "Street Name", "Suffix", "City", and "Postal Code". The "Number" field contains "9400" and "Dir" is set to "Select". "Street Name" contains "PEPPERCORN" and "Suffix" is set to "Select". There are "Clear All" and "Search" buttons at the bottom.



The screenshot shows the "Add Address / Location" form with search results. The "Number" field contains "9400", "Dir" is "Select", "Street Name" is "PEPPERCORN", and "Suffix" is "Select". The "Results" section shows a single result: "9400 PEPPERCORN PL UPPER MARLBORO MD 20774". A red box highlights the radio button next to this result. Below the results are "Cancel" and "Add Address / Location" buttons, with the latter highlighted by a red box.

Step 10: Click Save and Continue



The screenshot shows two buttons: a grey "Back" button and a blue "Save & Continue" button.

NOTE: Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

Complete Application Fields

Step 11: Complete all the required application fields as listed on the application.

NOTE: At the end of the first section, carefully review the Acknowledgement section for required fees, documents, and important information.

Step 12: Type the name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature (Please type your full name) *

APPLICATION SECTION: Enter your Prince George's County Registration # and your Existing License # HERE

Step 13: Provide your existing case # in field #1 (please enter exactly as it is listed including the dashes (e.g. 12345-2021-0)

Step 14: If you already have an existing Registration # (Starts with REG-) then you may provide the number in Field #2. Otherwise leave this field blank and you will be able to apply for a registration in the next section of the application.

Enter Your Prince George's County Registration # and Your Existing License # HERE: ^

1. Please provide the license # that you wish to renew. *

2. Enter your Prince George's County Registration # here. (e.g REG-XXXXX)

If you do not have a Registration #, please proceed to the Registration section below.

Step 15: If you **do not** have a registration, continue to the next section: REGISTER HERE: Company Registration (DO NOT COMPLETE IF YOU HAVE AN EXISTING REGISTRATION #) and complete all required fields as listed on the application.

REGISTER HERE: Company Registration (DO NOT COMPLETE IF YOU HAVE AN EXISTING REGISTRATION #)

| | |
|---|---|
| <p>Type Of Business</p> <input type="text" value="Select"/> | <p>Company Name</p> <input type="text"/> |
| <p>Incorporated Date ⓘ</p> <input type="text" value="MM/DD/YYYY"/> | <p>Where Incorporated?</p> <input type="text" value="Select"/> |
| <p>Federal EIN or Tax ID</p> <input type="text"/> | <p>Address</p> <input type="text"/> |
| <p>City</p> <input type="text"/> | <p>State</p> <input type="text" value="Select"/> |
| <p>Zip</p> <input type="text"/> | <p>Business Phone</p> <input type="text"/> |
| <p>Cell Phone</p> <input type="text"/> | <p>Email</p> <input type="text"/> |

Step 16: Click Save and Continue

BackSave & Continue

Review Application

Step 17: Review Application and, if needed, click on the Edit icon to make changes.

Review Information

Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information **Edit**

After reviewing application, scroll down and click Submit.

BackSubmit

Once application is submitted a new Momentum application # will be generated.

PLEASE NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU MAY NEED TO UPLOAD REQUIRED DOCUMENTS AND PAY THE RENEWAL FEE IN ORDER TO COMPLETE YOUR APPLICATION SUBMITTAL.

Step 18: Click on the application # link to view outstanding tasks.

Application Confirmation

Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

 [APP0032-2021-HIGH](#)

If your application Status says Processing and the Current Milestone says Completeness Review, then your application has been successfully submitted to the Health Department for review. You will be notified via email if there is any additional information needed.

For questions regarding Food Service applications please contact 301-883-7690 or email FoodProtectionProgram@co.pg.md.us