

HOW TO RENEW YOUR MOBILE UNIT WITH AN EXISTING CASE # IN THE NEW MOMENTUM SYSTEM

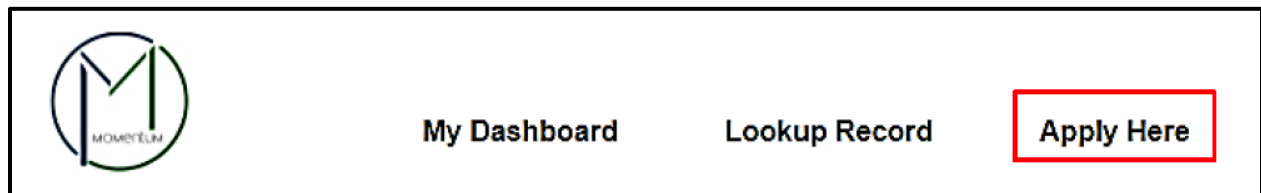
The purpose of this document is outline the steps needed to renew your **mobile unit** with your existing case number. This is a **one-time** renewal process used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # 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.

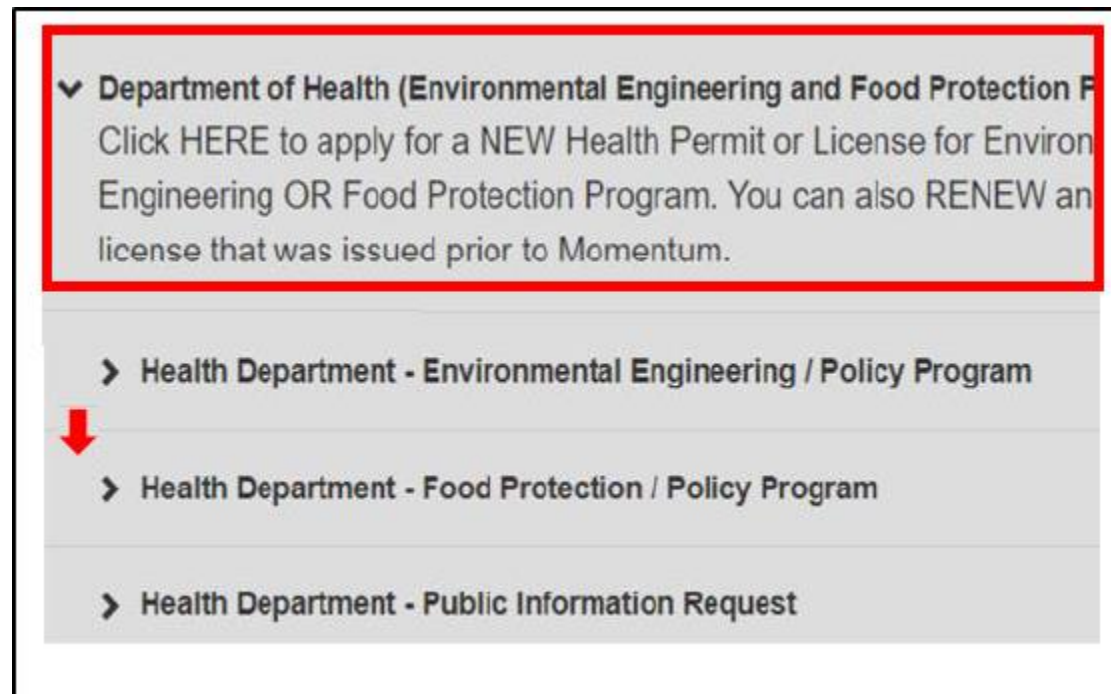
Step 3: Login with your Username and Password. Refer to the Profile User Manual on how to create an account if you don't have a login.

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 Services Other 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.

Step 9: Select the Mobile Unit-Renewal option in the License Category Field

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

1 2 3 4 5 6

Instructions

PLEASE READ THE FOLLOWING INSTRUCTIONS BELOW:

- If you are applying for Food Manager Training, please ensure that you are part of a Non-Profit organization.
- If you are applying for a Mobile Food Service Facility, a HACCP Plan is required. Click [HERE](#) for HACCP information.

Application Information Instructions:

1. Please select the type of Food Services you are applying for in the **License Category** field.

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

What kind of application are you submitting?
Food Services Other Permit


License Category * ⓘ

- Select
- Select
- Certified Food Service Manager
- Food Manager Training
- Mobile Unit
- Mobile Unit - Renewal**
- Vending Machine
- Vending Machine - Renewal

Back Save & Continue

Quick Links
[Report a Website Problem](#)

Using this Site
[My Dashboard](#)



Step 10: Click Save and Continue



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, complete one of the 2 registration section for either Company or Individual. **DO NOT** complete both. An example of the Company Registration section is displayed below. If you already have a registration #, make sure it is entered in step 14, and you may proceed to Step 16.

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

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


Step 16: Click Save and 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

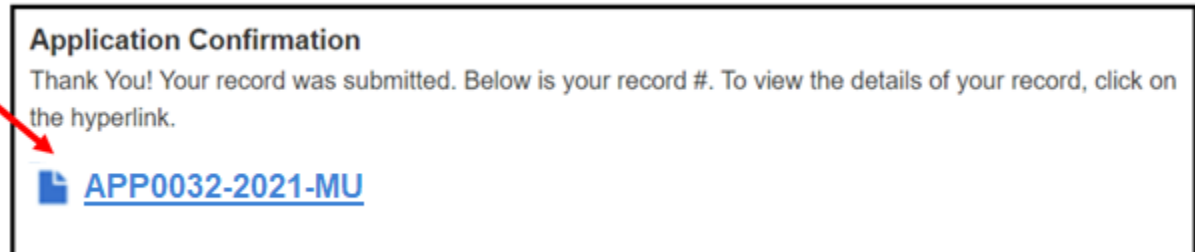
After reviewing application, scroll down and click Submit.



Once the 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.



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