

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH REGULATION AND LICENSING ADMINISTRATION**

**Instructions on How to Apply for New/Renewal or Replacement  
ID CARDS  
(CFPM, SPO, MM, MT)**

- ❖ All Candidates must **obtain** an application form:
  - In person – Forms are available in the Processing Center in the lobby of the DOH building at 899 North Capitol Street, NE; open Monday through Friday (except holidays) from 8:30 a.m. to 4:30 p.m. **OR**
  - By email - Forms may be requested by sending an email to [id.cards@dc.gov](mailto:id.cards@dc.gov).
  
- ❖ All Candidates must **complete** the application process:
  - In person – Present completed application, supporting documents, and payment to a DOH representative in the Processing Center in the lobby of the DOH building at 899 North Capitol Street, NE; open Monday through Friday (except holidays) from 8:30 a.m. to 4:30 p.m. **OR**
  - By USPS mail - Completed application and supporting documents should be mailed **with** payment to the address below.
  
- ❖ **Payments**
  - If submitting a check (personal, business or certified) **or** money order, make it payable to **DC Treasurer**. Money orders **or** checks cannot be older than 30 days.
  - If a candidate is paying by credit/debit card, cardholder must do so, in person, in the Processing Center at the time of payment.

**APPLICANTS SHOULD EXPECT TO RECEIVE ID CARDS BY EMAIL WITHIN FOURTEEN (14) BUSINESS DAYS AFTER SUBMITTING A COMPLETE APPLICATION WITH ALL REQUIRED DOCUMENTS**

**ID Cards – Certified Food Protection Manager (CFPM)**

*(DCMR Title 25-A §§200.1, 203.1 203.3, and 3700)*

1. All Food businesses (stationary and mobile) must have at least one (1) employee certified in food safety present at all times.  
*Businesses selling only pre-packaged, non-hazardous foods are exempt from this requirement*
  2. These designated employees must pass a nationally-recognized food safety examination to obtain an official DOH-issued Certified Food Protection Manager (CFPM) ID card.
  3. The ID card must be posted within the food business where customers can view it.
  4. ID Cards are valid for three (3) years from the date of the exam, after which the employee must complete and pass another nationally-recognized food safety examination.
- ❖ To have **CFPM** ID Card emailed, an applicant must have **submitted** and/or presented:
    - a. A completed **application** form
    - b. The copy **national certificate** along with test score from passing a national exam
    - c. Payment in correct amount and in acceptable form
  
  - ❖ **Payment:** New/Renewal = \$35; Replacement = \$15.

## **ID Cards – Swimming Pool and Spa Operator (SPO)**

*(DCMR Title 22 –Chapter 64, §§6402.3, 6445.2, 6406.1; §6405.7, §6403.1 and §§6446.2 and 6406.3)*

1. All licensed swimming pools must have an employee(s) certified in pool safety operations and that employee must be present during all hours that facility is open to the public.
  2. This designated employee(s) must complete a course and successfully pass nationally recognized examination that is accepted by the Department of Health, and must obtain an official Swimming Pool Operator (SPO) ID card.
  3. The ID card number must be included in the “Posted Rules” as determined in the regulations.
  4. ID cards are valid for three (3) years from the date of the exam, and the card can be renewed up to six (6) months after expiration. If card has expired more than six (6) months, the applicant must complete and pass another nationally-recognized certified pool operator examination to renew.
- ❖ To have **SPO** ID Card emailed, an applicant must have **submitted** and/or presented:
    - a. A completed **application** form
    - b. The copy **certificate** from passing a national exam
    - c. Payment in correct amount and in acceptable form
  - ❖ **Payment:** New/Renewal = \$10

## **ID Cards – Massage Manager (MM) / Massage Therapist (MT)**

*(DCMR Title 25-D §§200.2, 201.1 and 1200.3; §§200.3, 201.2, 1200.5 and 1200.4)*

1. All Massage Establishments must have:
    - a. At least one (1) employee identified as a Massage Manager, and that employee must be present during all hours of operation.
    - b. All licensed therapists **MUST** be issued a DOH-ID card and operate/practice only on premises.
  2. The employee(s) designated as Manager must submit *a letter from employer on company letterhead or stationery naming applicant as manager* to obtain DOH-Issued Massage Manager (MM) ID card including days, hours and location.
  3. The therapist(s) employed must submit/present a current, valid professional license to obtain DOH-Issued Massage Therapist (MT) ID card.
  4. The ID card(s) must be posted within the establishment where clients can view it.
  5. For Managers, the ID cards are valid for **one [1] year from the date of the letter and renewed annually**
  6. For Therapists, the ID cards are valid for the current period of the professional license; however it must be **renewed annually**.
- ❖ To have **MM** or **MT** ID card emailed an applicant must have **submitted and/or presented**:
    - a. A completed **application** form
    - b. Supporting documents that include either
      - i. The **original letter from employer for MM ID card** **OR**
      - ii. The copy or original **professional license for MT ID card**
  - ❖ **Payment:** New/Renewal = \$35

If you wish to mail completed application, supporting documents and payment, please send to:  
DOH – Food Safety (ID Cards)  
P.O. Box 37489  
Washington DC 20013

If you have any questions or require additional information, please submit your written inquiries to [jd.cards@dc.gov](mailto:jd.cards@dc.gov).

REPORT FRAUD, WASTE, AND ABUSE: To report fraud, waste, or abuse within the District government, contact the DC Office of the Inspector General’s hotline by phone at 1-800-521-1639 (toll free) or 202-724-TIPS (8477), by email at [hotline.oig@dc.gov](mailto:hotline.oig@dc.gov), or by TTY at 711.

For additional information, visit the Office of the Inspector General’s website at [oig.dc.gov](http://oig.dc.gov)

