Cottage Food Registration Guide

The online registration system works best on desktop and laptop computers. **This registration is an automatic system approval and will not be viewed or approved my DSHS Staff. If you do not receive application approval within a few minutes of completing the registration, then your application was missing vital information and is NOT approved. See notes at end of guide for more information.**

1. Visit the Texas Department of State Health Services Business and Professional Licenses webpage. *NOTE: If you have an existing online user registration for another DSHS license, you cannot use it for the cottage food registration. You must use another email address to create a separate online user registration.*

2. Fill in every field/box with a red asterisk, then click Next. The next screen will preview your registration information. You can click Edit to modify details and Save to proceed.

3. An email will be sent to your email address with a temporary password. You will be prompted to return to the license homepage where you will enter your user ID and temporary password from your email as a Returning User to sign in. Follow the guidelines and create a password for your account.

4. Fill out the Initial Onboarding – Linking to Existing Licenses page. Make sure all red asterisks are completed. **Follow the directions at the**

top of the page to ensure your specific situation is provided.
Click Next. The following page will link your licenses or confirm you have no licenses to link. Click Next again.

Initial Onboarding - Linking to Existing Licenses

Please click on the "Contact Us" link to contact the applicable agency to complete your onboarding process

If you do not hold an existing DSHS/HHSC license, choose NEXT to continue. If you hold a license for a facility/business/organization, please skip this screen and click Main Menu to continue. If you hold a license for an individual, please provide your individual license information to support linking your online account to existing license records.

Press "Next" to submit

Individual Licensess information

* Last Name:

* SSN: Full digits of SSN

* SSN (confirm):   Full digits of SSN

* Date Of Birth: (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):   ☐ I'm not a robot   reCAPTCHA Privacy - Terms

`Next`

DSHS Certifications, Licenses and Permits | Disclaimer

Last Updated Mar 27, 2013

5. For <Choose Board> drop down, click Retail Food Program; and for the <Choose Application> drop down, click New Cottage Food Registration. Click Select to the right of *New Cottage Food Registration*.

■ Start a New Application or Take An Exam

What are you applying for?

| Retail Food Program | ⌄ |

| New Cottage Food Registration | ⌄ | `Select`

6. Read through all the introduction information and click Next to proceed.

New Cottage Food Registration - Introduction

Welcome to the Cottage Food registration. Please follow the instructions on each screen to complete your registration. Your information will not be saved until you complete the registration.

To confirm this is the correct registration and links to the rules and laws, please go to Retail Food Establishments | Texas DSHS.

If you need help with the online process, please contact Retail Food Safety Operations at 512-834-6753 or email foodestablishments@dshs.texas.gov.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See http://www.dshs.state.tx.us for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003, and 559.004)

`Next` `Cancel`

7. Read the questions carefully, answer with accurate responses, and click Next to proceed.

New Cottage Food Registration - Function Suitability

Answer the questions below to ensure that you have selected the correct online transaction.

Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Are you attempting to renew an existing license/registration/permit?	○ Yes ● No
Are you attempting to register a Cottage Food Production Operation or as a Cottage Food Vendor?	● Yes ○ No
Are you making changes to your existing Cottage Food Registration?	○ Yes ● No
Are you attempting to apply for a Retail Food Establishment (Mobile Food Unit, Restaurant, Temporary Food Establishment, etc.), Manufacturing (Wholesale, Warehouse, Private Label, etc.), Meat Safety Assurance, or Milk and Dairy License?	○ Yes ● No

Previous   Next   Cancel

8. For Organization Name, enter the name of your Cottage Food Business. Enter a "doing business as" (DBA) name if it differs from your Organization Name.

For Tax Number, enter your Social Security or your Federal Employer Identification number if you don't have a Tax ID number. This number will need to be entered twice. (Optional)

For Entity Type, click the option that applies to your business.

Click Next to proceed.

* Organization Name:	Cottage Food Organization Name
Doing Business As Name:	
Tax Number:	·········
Tax Number:	·········
* Entity Type:	○ 501c3 (Tax Exempt) ○ Associates ○ City Health Department ○ Corporation ○ County Health Department ○ DBA ○ Fire Dept / EMS ○ Government ○ Hospital ○ Hospital Authority ○ Hospital District ○ LLC ○ LLP ○ LP ○ LTD ○ Partnership ○ Partnership Unincorporated ● Sole Owner/Proprietorship ○ Unincorporated Association ○ University / College

Previous   Next   Cancel

9. On the Contact Information screen, fill out the fields for Main Address. This should be your home address. You MAY NOT use a P.O. Box Address as your main physical address.

10. For the Mailing Address Field, you can choose Main Address from the drop-down menu and click Copy to populate the fields with the Mailing Address entries. After the Mailing Address Field, you must fill out required fields for County, First Name, Last Name, and the Organizational Name again. Input First and Last Name of the Cottage Food Operator/Vendor.

11. Click Next after you fill out all the fields with a red asterisk. **If County is not filled out with a full address, your application will NOT be approved.**

12. Select the attributes that apply to your Cottage Food Operation. Review definitions and select the attributes that pertain to your operation. Then, click Next.

New Cottage Food Registration - Select Attributes

Listed below are the registration options you may add or delete. **Please only choose options that apply to your operation.**

CFVD: Cottage Food Vendor

NPAR: Cottage Food Production Operation using unique identifier on label "instead of Physical Address"

TCSP: Cottage Food Production Operation selling TCS foods (Time/Temperature Controlled for Safety Foods - Foods that require temperature control for safety)

Listed below are the license attributes you may add or delete.

Please select/de-select the desired attribute and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

Attribute Type:	Additional Attributes (please check all that apply)		
	Exists On License	Request To Add	
* Attributes:	☐	☐	CFVD: Cottage Food Vendor
	☐	☑	NPAR: In lieu of Physical Address
	☐	☐	TCSP: Producer of TCS Food Products

[Previous] [Next] [Cancel]

13. Add product information for your Cottage Food Operation. Click the blue ADD button, to submit multiple products. Once all products are inputted, click Next.

New Cottage Food Registration - Information

Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

If Save Button is available. Press "Save" to save the information and return to the summary.

Add Product Information [Add]

Product Information

Please provide your "Report Date" as the current date. This may be updated upon providing new product information. "Product Information" should include the types of cottage foods prepared and/or sold by the operation. EXAMPLE: "Cookies, TCS Cheesecake, Frozen Cut Veggies, Flour Tortillas"

*	Submit Date:	09/01/2025	(mm/dd/yyyy)
*	Product Info:	Cookies, Cakes, and Muffins	
*	Info Active?:	☑	

Product Information

Please provide your "Report Date" as the current date. This may be updated upon providing new product information. "Product Information" should include the types of cottage foods prepared and/or sold by the operation. EXAMPLE: "Cookies, TCS Cheesecake, Frozen Cut Veggies, Flour Tortillas"

*	Submit Date:	09/01/2025	(mm/dd/yyyy)
*	Product Info:	Trail Mix	
*	Info Active?:	☑	

[Remove]

[Previous] [Next] [Cancel]

14. At the Application Summary screen, you can edit Organization Detail and General Addresses by clicking the Edit buttons. Review all the information to verify it's correct, **then click Submit** to proceed.

15. Read the attestation. If you agree, select Yes and click Submit. If you click No, you will not be able to submit your application.

New Cottage Food Registration - Attestation

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

I swear or affirm that all information in this application is true and correct. I further certify by signature hereon, that I am authorized to execute this document on behalf of the corporation and am eligible to receive a registration. If signing this as owner of a sole proprietorship, I am not delinquent in the payment of any child support owed under Chapter 232, Family Code. If signing as a sole proprietor, I certify that I have filed the assumed name certificate in appropriate counties pursuant to business and commerce code, Chapter 36. I further certify that I have read and understand Chapter 437 of the Health & Safety Code, the applicable provisions of 25 Texas Administrative Code, Chapter 229, and agree to abide by them.

⦿ Yes
○ No

[Previous] [Submit] [Cancel]

16. Click on the View PDF Summary Report button to get a copy you can save and print. This Summary Report does NOT contain your unique identifier and/or registration number.

17. **Click Return. This returns you to your Main Menu. Your Registration Number/Unique Identifier will be viewable on the right-side of your screen in the License/Registration Table. This number will be how your Cottage Food Operation/Vendor is identified and must be utilized in accordance with the requirements of SB 541.**

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice.

License Information	Show Details
License Number: #12	
License Type Cottage Food Registry	
License Information	Show Details

<mark>**PLEASE SEE IMPORTANT NOTES ON LAST PAGE BELOW:**</mark>

NOTE: If your registration number is not viewable, then log out and log back into your account. The number should then be viewable in the top right portion of your main menu.

NOTE: If your license number is still not viewable after logging back in, then your application was missing vital information. You will need to restart the process and withdraw your previous application.

In order to withdraw an application, navigate to the Main Menu. Click Select to the right of *View the status of my applications.* Then click on the application name link (it will say Open).

Submission Date	Application Name	Application Number	Status
08/20/2025	New Cottage Food Registration (License #12)	19	Approved
08/20/2025	New Cottage Food Registration	20	Open
08/22/2025	New Cottage Food Registration	23	Open
08/22/2025	New Cottage Food Registration	21	Open

Then click Withdraw Application and Confirm.

Submission Date	08/20/2025
Application Name	New Cottage Food Registration
Application Number	20
Status	Open
Deficiencies	
Notes	

Withdraw Application   Done