

INSTRUCTIONS FOR OBTAINING YOUR CERTIFICATE FROM SERVSAFE®

1. First, you will need to access to a PC and an email address.
2. Now, you'll need to find your certificate before you can do anything else.
3. Go to this [link on the ServSafe website](#) and provide the requested information which is your last name and certificate number. If you don't have your certificate number, click the link on that page that says "[Don't have a certificate number?](#)"
4. If you don't have your certificate number, you'll have to enter additional information before you can find your certificate. On the form enter the requested information and click the search button.
5. The search results will appear with all the matches found and you should see your certificate listed. If your certificate is not listed, then you likely entered incorrect information or you simply don't have a certificate for the program you searched on.
6. If your certificate is found, make a note of the Certificate Number because you will need that later.
7. If you haven't yet created an account on ServSafe, you will need to do so now by going to this [link and creating an account](#).
8. After you have created an account, you can then use the link on the ServSafe homepage at the top left under "STUDENTS" "Print my Certificate".

NOTE: The steps above are good as of the date this document was created in October, 2015. If all else fails and you cannot get the above to work for you, please call the ServSafe Customer Service line at 1-800-765-2122.