



**APPLICATION FOR OFF-DUTY PERMIT**

All services provided by PBSO deputies within the scope of off-duty permits are regulated by applicable Florida Statutes, PBC Ordinances, PBSO General Orders/Directives, and training. It is understood that this is a non-binding agreement on PBSO as **there is no guarantee that the requested off-duty permit will be staffed.** Every effort will be made to provide staffing for your event. If your off-duty permit is not staffed, we will reimburse the payment or credit the account. You may contact the Off-Duty Permits Office during regular business hours to confirm your event has been staffed. Regular business hours are Monday - Friday, 8:30 a.m. to 5:00 p.m. Off-duty permit requests must be received a minimum of ten (10) business days prior to the event, unless exigent circumstances apply as determined by the Off-Duty Permits Office. **Requests for service with less than 10 business days prior to the event may require the premium rate, as determined by the Off-duty Permits Office supervision.** Return the application via email to [PermitsDL@pbsso.org](mailto:PermitsDL@pbsso.org).

**To cancel an off-duty permit during regular business hours,** you must send an email to [PermitsDL@pbsso.org](mailto:PermitsDL@pbsso.org). A refund/credit will be issued. **For cancellations after business hours or weekends,** call (561) 688-3400 and ask to speak to the Off-Duty Permits Supervisor.

**Cancellations received within 24 hours of the event will be subject to the 4 hour minimum charge per deputy.**

*Note: Checks with a P.O. Box are not accepted. Florida Statutes 30.2905 & 30.51 require payment be received prior to the performance of off-duty law enforcement services.*

Hourly Rates (4 Hour Minimum per Deputy) Eff. 1/1/2022			Payment Methods Upon Receipt of Invoice
Regular	Premium		<ul style="list-style-type: none"> <li>• Check or Money Order made payable to: Palm Beach County Sheriff's Office PO Box 24681 West Palm Beach, FL 33416-4681</li> <li>• Credit Card</li> </ul>
\$ 68.00	\$ 88.00	Deputy Sheriff	
\$ 75.00	\$ 95.00	Sergeant	
\$ 82.00	\$ 102.00	Lieutenant/Captain	

**Premium Rates apply on:** New Year's Eve and Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve & Day

**Applicant Information**

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ No. Attending: \_\_\_\_\_ Will Alcohol be Served? \_\_\_\_\_

Detail Date From: \_\_\_\_\_ To: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time (4 Hour Min.): \_\_\_\_\_

No. of Deputies: \_\_\_\_\_ Specific Instructions For Deputies: \_\_\_\_\_

**\*\*One sergeant is needed for every five deputies. A lieutenant and/or captain may be required for large events. Call for more information.**

Applicant Signature: \_\_\_\_\_

**Law Enforcement Review and Approval**

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_