



APPLICATION FOR OFF-DUTY PERMIT

All services provided by PBSO deputies within the scope of Off-Duty Permits are regulated by applicable Florida State Statutes, Palm Beach County Ordinances, Sheriff's Office General Orders/Directives, and training. It is understood that this is a nonbinding agreement on the Sheriff's Office 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. You may contact the Off-Duty Permits Office during regular business hours to confirm your event has been staffed. Regular business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

Your application must be received by the Off-Duty Permits Office a minimum of ten (10) business days in advance of the event, unless exigent circumstances apply as determined by our command. Return the application via email to _____ . The application may be faxed to (561) 687-6827 if email is not available.

In the event of cancellation, notify our office during regular business hours by phone at (561) 687-6817 or (561) 687-6818, or via email to PermitsDL@pbsso.org to receive cancellation confirmation and payment refund.

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

Florida State 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)			Payment Methods Upon Receipt of Invoice
Regular	Premium		<ul style="list-style-type: none"> • Check or Money Order made payable to: Palm Beach County Sheriff's Office PO Box 24681 West Palm Beach, FL 33416-4681 • Credit Card
\$ 53.00	\$ 73.00	Deputy Sheriff	
\$ 60.00	\$ 79.00	Sergeant	
\$ 66.00	\$ 86.00	Lieutenant/Captain	

Premium Dates apply to: New Year's Eve and Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve and 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

Comments / No. of Deputies: _____

Final Approval by: _____ Date Approved: _____

Permit Processed by: _____ Date Permit Processed: _____