



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 Supervisor.** Return the application via email to PermitsDL@pbsso.org.

To cancel an off-duty permit during regular business hours, you must send an email to 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. **Pre-payment is required** prior to the performance of off-duty law enforcement services.

Hourly Rates (4 Hour Minimum per Deputy) Eff. 1/1/2026			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
\$ 87.00	\$ 109.00	Deputy Sheriff	
\$ 102.00	\$ 123.00	Sergeant	
\$ 116.00	\$ 138.00	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: _____