



Palm Beach Police Department  
 345 S. County Road, Palm Beach, FL 33480  
 Phone: 561-838-5454 Email: www.palmbeachpolice.com

**HOW TO PARTICIPATE IN  
 THE VOLUNTARY I.D. CARD PROGRAM**

**DAYS OF OPERATION: Monday through Friday  
 (except Holidays)**  
**HOURS OF OPERATION: 10:00am to 2:00pm**

**HURRICANE SERVICE:** The I.D. Card operations cease 2 days before landfall. Regular service will resume sometime after the storm as conditions permit.

1. An employer may send their employees to the Police Department with this authorization form completed, signed and notarized in ink by both the employer and the employee requesting the Voluntary I.D. Card. Do not detach the Employer Authorization Form. Tradesmen need to bring a current copy of their business license or permit (state, county or local).
2. The Voluntary I.D. authorization form **must be notarized** by the homeowner, property manager, or employer **prior** to arriving at the Palm Beach Police Department. The Voluntary I.D. form can be obtained on our website - www.palmbeachpolice.com.
3. The employee must bring a \$15.00 fee (cash or check) for the I.D. Card. Responsibility for payment of the fee will be between the employer and the employee. You are responsible for the collection of the card if the employee leaves your employment.
4. The participating employee must provide valid government issued identification. Acceptable identification is a photo I.D. such as a driver's license, state identification card or passport.
5. Crime Scene/Evidence Unit personnel will check the computer system for any outstanding warrants. If no warrants are found or felony convictions in the last five (5) years, the Police Department will issue a Town of Palm Beach Voluntary Identification Card to the Employee.
6. Make a copy of the completed form for your records. As a result of a 1984 lawsuit the Town is unable to maintain files of I.D. card holders.

ALL CARDS EXPIRE TWO YEARS FROM DATE OF ISSUE.

**PLEASE PRINT OR TYPE. FORM MUST BE  
 COMPLETED BEFORE YOU ARRIVE.**

Effective: 9/28/2015

**EMPLOYER AUTHORIZATION FORM**

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

To: Palm Beach Police Department Crime Scene Evidence Unit

This is to certify that \_\_\_\_\_  
 (PRINT—Name of Employee)

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Employer Contact Telephone: (\_\_\_\_\_) \_\_\_\_\_

Employer's Signature: \_\_\_\_\_  
 MUST BE SIGNED IN INK—(No copies accepted)

State of \_\_\_\_\_  
 County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_ Personally Known OR  
 Produced ID—Type  
 of ID \_\_\_\_\_

Notary Public - (Signature)

(Notary Seal)

**EMPLOYEE AUTHORIZATION FORM:** I voluntarily request that the Town of Palm Beach Police Department issue me a Voluntary Identification Card. The Town of Palm Beach is not an employment screening agency and not responsible for computer errors or omissions.

**PRINT LEGIBLY**

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birth State/Country: \_\_\_\_\_

Driver's License: State \_\_\_\_\_ Number: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Job Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_