



**PALM BEACH POLICE DEPARTMENT**  
 345 S. County Road, Palm Beach, FL 33480  
 Phone: 561-838-5466  
 Email: [www.CSEU@palmbeachpolice.com](mailto:www.CSEU@palmbeachpolice.com)

**HOW TO PARTICIPATE IN  
 2020 VOLUNTARY I.D. CARD PROGRAM**

**Completed forms and ID attachments can be e-mailed to [CSEU@palmbeachpolice.com](mailto:CSEU@palmbeachpolice.com) or mailed to the address above, Attn: CSEU. Applications will not be accepted in person at the Police Department.**

**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](http://www.palmbeachpolice.com).
3. 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.
4. 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.

**ALL 2020 I.D. APPLICATIONS EXPIRE 12/31/2020**

Email I.D. applications to [CSEU@palmbeachpolice.com](mailto:CSEU@palmbeachpolice.com)

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

Rev. 5/21/2020

**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: (\_\_\_\_\_) \_\_\_\_\_

**Notarized Employer's Signature:**

*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: \_\_\_\_\_

**Attached/Enclosed**

**Copy/Scan Gov't. issued photo I.D.**