

School District of Palm Beach County Police Department

Substitute ID badges may be renewed effective **April 1, 2011** at \$6.00 per badge. You **must** submit PBSB 2280 (individual) renewal form indicating your name and the full social security number. Forms without the full social security number will not be accepted. The social security number is the unique identifier that is used to locate the fingerprint data. The name and the social security number must be legible.

It is suggested that you print or type the form. The form may be accessed on the District's website (www.palmbeachschools.org), click on Forms (along the top of the screen), and then enter the form number 2280. You may fill in and then print a copy for your records.

The form and payment may be delivered in person or sent via U.S. mail, to the Palm Beach County School District Police Department, 3330 Forest Hill Blvd., Suite B-127, West Palm Beach, FL 33406 (Attn: Fingerprinting) **beginning April 1, 2011**.

A check or money order payable to The Palm Beach County School District for the amount of \$6.00 must accompany the form, along with a self addressed envelope. Forms received without payment, will not be processed. In the event a check or money order is received and the fingerprint record has been deleted, a reimbursement will not be issued. It is suggested that you verify that you have a current Palm Beach County School District Vendor ID (green background with an expiration date of 6/30/11).

Badges not renewed between 4/1/2011 and 6/30/11 may subject the individual to being re-fingerprinted at a charge of \$99 per person.

Badges will be mailed to the address on the form. If you wish to pick up the badges, write on the form along the top, "Pick Up" and a phone number/email address. Fingerprinting hours are as follows:

Monday	8:00 am – 11:30 am & 1:00 pm – 3:30 pm
Tuesday	8:00 am – 11:30 am & 1:00 pm – 3:30 pm
Wednesday	1:00 pm – 3:30 pm
Thursday	8:00 am – 11:30 am & 1:00 pm – 3:30 pm
Friday	8:00 am – 11:30 am Closed Fri 3/18, Fri 4/22, Fri 6/10, Fri 6/17 and Fri 6/24

If you have any questions, you may email royw@palmbeach.k12.fl.us or call 561-434-8300.

