

**Fifteenth
Judicial Circuit
Palm Beach
County**

Glenn Kelley
Chief Judge

Barbara L. Dawicke
Trial Court Administrator

**Originating Agency
Identifier (ORI):
FL050015J**

Employer Name:
Fifteenth Judicial Circuit

Employer Address:
205 North Dixie Highway,
Room 5.2500
West Palm Beach, FL
33401

Human Resources

205 N. Dixie Highway
Room 5.2500
West Palm Beach, FL 33401

Phone: (561) 355-6856
15thcircuit.com



Level II Background Screening Instructions and Locations

Appear in person with government issued picture ID at one of the Palm Beach County Sheriff's Office sites listed below for fingerprinting. There will be no cost associated with the fingerprinting. Give the Fingerprint Aide this letter and inform them that you must be fingerprinted electronically and provided with a TCN at the bottom of this form. Once you have been fingerprinted, please submit this form and any other accompanying forms back to The Fifteenth Judicial Circuit - Administrative Office of the Court Human Resources Department **within 72 hours of fingerprinting**. This form can be hand delivered or emailed to CAD-Recruiting@pbcgov.org. Schedule your appointment online at <https://www.pbso.org> (under 'Services').

**DELRAY BEACH, SHERIFF'S OFFICE SUBSTATION
2ND FLOOR**

14925 Cumberland Drive, Delray Beach, FL 33446
561-688-4777

Hours of Operation — M-F, 8:00am-4:00pm (closed 12:30-1) **BY APPOINTMENT ONLY**
(*Palm Beach County residents only; valid ID required*)

WEST PALM BEACH, SHERIFF'S OFFICE SATELLITE

8130 North Jog Road, West Palm Beach, FL 33412
561-688-4900

Hours of Operation — M-F, 8:00am-4:00pm (closed 12:30-1) **BY APPOINTMENT ONLY**
(*Palm Beach County residents only; valid ID required*)

ROYAL PALM BCH, SHERIFF'S OFFICE SUBSTATION

11498 Okeechobee Blvd, Royal Palm Beach, FL 33411
561-904-8290

Hours of Operation — Tu, Th & Fr, 8:00am-4:00pm (closed 12:30-1)
BY APPOINTMENT ONLY. Payment is by credit/debit only.
Cash payments are not accepted.
(*Palm Beach County residents only; valid ID required*)

To be completed by fingerprint aide:

TRANSACTION TYPE: SUBMIT UNDER MAP

Date of Scan: _____

Employee Applicant Name (as it was transmitted):

Fingerprint Aide/ID #:

Transaction Control Number:

70SX50 00000