

**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](mailto: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*)

**PINE TRAIL CENTER, SHERIFF'S OFFICE SATELLITE**

1937 Q North Military Trail, West Palm Beach, FL 33409  
561-688-3838

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*)

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*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