



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Fingerprinting Payroll Deduction Authorization

☐ Initial Fee ☐ Maintenance Fee

Check the appropriate box(es) above. Complete and sign the appropriate section(s) below. Section I provides authorization for a one time fingerprint payroll deduction fee for new employee/applicants. Section II provides authorization for annual payroll deduction fingerprint maintenance fees. Submit completed form to the School Police in the Fulton Holland Educational Services Center B-101.

Section I - Initial Payroll Deduction Fee

Employee Name (print) _____

School/Department _____

Position Hired for _____ Hire Date _____

Employee / Applicant ID # _____ Job Opening ID # _____

I, employee/applicant named above, have been hired for a **regular full-time position** with the School District of Palm Beach County. I hereby authorize two deductions of \$49.50 from my paycheck to cover the fingerprinting fee of \$99.00.

Signature of Employee /Applicant

Date

Section II - Maintenance Payroll Deduction Fee

Employee Name (print) _____

Employee ID # _____

I, employee named above, authorize the Palm Beach County School District to deduct from my payroll check the fees necessary to maintain a criminal background fingerprint clearance for me in accordance with Florida Statutes Chapter 1012 and in accordance with applicable provisions of any collective bargaining agreement between the School District and the Union/Association that represents the position I hold with the School District. Currently these maintenance fees are six (\$6) per year and are paid to the Florida Department of Law Enforcement (FDLE) and twenty three (\$23) dollars every five (5) years paid to the Federal Bureau of Investigation (FBI). It is understood that these FDLE and FBI maintenance fees are subject to change* and in the event either or both fee amounts change, a new payroll authorization form will not be necessary.

Signature of Employee /Applicant

Date

* At least 30 days before any change in the amount of the deduction for the fingerprinting maintenance fee, the employee will receive a notice of the change as an announcement on their paycheck stub.