



**EXTRA DUTY APPLICATION FORM**

**Job No:** \_\_\_\_\_

(Please Leave Blank - Assigned Internally)

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

Event name

**Event Date:** \_\_\_\_\_

**Period of Hire:** \_\_\_\_\_

Start Time

Finish Time

**Event Location:** \_\_\_\_\_

Name of Venue & Address

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

Business/Organization/Applicant Name

**Mailing Address:** \_\_\_\_\_

P.O. Box Number/Street Name

Parish

Postal Code

**E-mail address:** \_\_\_\_\_

**Contact Tel. Nos.** \_\_\_\_\_

(Office)

(Mobile)

**Person Officers Report To:** \_\_\_\_\_

Name

Mobile Phone Number

**Details of Duty**

**Special requirements,  
if any**

**No. Officers & Rank  
Required:**

\_\_\_\_\_ Constables

\_\_\_\_\_ Sergeants

**Applicant Signature** \_\_\_\_\_

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

**See Notes below**

**Note 1:**

*The Bermuda Police Service requires that any outstanding fees owed by any entity/person be paid before any new business will be considered with that entity/person. Outstanding fees shall be paid no less than three business days prior to any new extra duty service request is to commence. Failure to abide by this requirement will result in the BPS declining to accept the new engagement(s). The Commissioner of Police is the final arbiter in the decision to accept or decline any extra duty engagement.*

**Note 2:**

*A 100% deposit is required once application is approved and the officers are secured. Wire Payment instructions will be forwarded once the Application is approved and resourced.*

**Minimum Booking: A minimum of 2 hours' duty, per Officer, must be booked.**

**Cancellation Policy:**

*In order to obtain a full refund cancellation notice must be received by BPS (in writing) two business days prior to engagement; otherwise a minimum of two hours, per officer will be charged.*