

# Issuing Officer Quarterly Newsletter



**REPORT SUSPICIOUS ACTIVITY TO  
THE PORT AUTHORITY POLICE  
DEPARTMENT (718) 244-4333**

## The New Airport Security ID Card

The Port Authority of New York & New Jersey began issuing a new type of ID card preventing any unauthorized duplications of the Airport Security ID Card. The new ID card includes an anti-counterfeit feature that will activate when a copy is made. Any copies of the new ID card will feature the text "void" displayed throughout the ID card. The feature depends on the printer being used at your facility. Below is an example of the physical change to the ID card as well as an example of what a copy will look like.



\*Red box for visual purposes

## Security Guard Training

The Port Authority of NY & NJ launched this new training initiative at the end of October. The training curriculum focuses on topics related to security duties and functions specific to the airport. This training is geared towards all security guard companies who operate at the airport to ensure all

employees performing security functions receive a standardized training program.

At this time the training is only offered at John F. Kennedy International Airport (JFK). The Airport Security ID Office was previously offering this training on a voluntary basis. Beginning January 2, 2018 any new employees hired to perform security guard functions are required to take this training. To enroll your employees please email our training department at [jfksidaio@panynj.gov](mailto:jfksidaio@panynj.gov).

Employees that successfully pass this course will receive a "SG" designation on their ID Card. All employees performing security guard functions are required to have this designation no later than July 1, 2018. Employees are required to attend and successfully pass SIDA training prior to attending this course.



### ID Office Hours

**General Office Hours/ ID Card Pickup**  
Mon - Fri 8:00am - 4:00pm

**Fingerprinting (Appointments)**  
Mon - Thur 8:00am - 5:00pm  
Fri - 8:00am - 3:00pm

**Fingerprinting (Walk-Ins)**  
Mon & Wed 9:00am - 11:00am  
Tues & Thur 1:00pm - 3:00pm

**Application Submittals**  
Mon - Fri 8:00am - 3:30pm

### Holiday Closures

Monday, January 1  
Monday, January 15  
Monday, February 19



### July 2017 Statistics

Total # of ID Office Visits: 7,953  
Total # Fingerprinted: 1,435  
Total SIDA Class Participants: 894

### August 2017 Statistics

Total # of ID Office Visits: 9,018  
Total # Fingerprinted: 1,734  
Total SIDA Class Participants: 938

### September 2017 Statistics

Total # of ID Office Visits: 7,442  
Total # Fingerprinted: 1,357  
Total SIDA Class Participants: 955

## Contact Information

CAKADDO@PANYNJ.GOV  
(718) 244-4204  
Senior Security Coordinator

RAKHUNDOVA@PANYNJ.GOV  
(718) 244-4182  
Asst. Senior Security Coordinator

JFKRECORD@PANYNJ.GOV  
(718) 244-4267  
ID Office Manager

JFKTOURSUPERVISOR@PANYNJ.GOV  
(718) 244-3747  
ID Office Tour Supervisor

SICO@PANYNJ.GOV  
(718) 244-4240

- Status of ID card applications
- Copies of Electronic forms

JFKSECAU@PANYNJ.GOV  
(718) 244-4206

- Suspension of ID Cards
- Re-instatement of suspended ID Cards
- Reverse Audits

JFKBORIS@PANYNJ.GOV  
(718) 244-4249

- BOR (Breach of Rules)
- Scheduling BOR classes
- New company packages
- Company Audits

JFKAPTS@PANYNJ.GOV  
(718) 244-4278

- Scheduling fingerprint appointments
- Application submissions

JFKSIDAIO@PANYNJ.GOV  
(718) 244-8199

- Scheduling for IO and SIDA classes (new and Refresher)
- Scheduling for Security Guard Training

To download our forms and find out more information regarding the badging process visit our ID Office website at [www.panynj.gov/airports/security-id-office.html](http://www.panynj.gov/airports/security-id-office.html)

If you have any questions or if you want to see a topic discussed in the next Quarterly Newsletter, please contact Rada Akhundova via email at [rakhundova@panynj.gov](mailto:rakhundova@panynj.gov)

## Airport Community Watch Program

Operated by the Aviation Development Council, the program allows eligible individuals to receive awards from \$50—\$1000 depending on the nature of the crime or security breach.

You can obtain more information about the program and eligibility requirements by visiting their website at <http://aviationdevelopmentcouncil.org/airport-community-watch-program/>



For information on how to nominate individuals for a reward please contact Rada Akhundova at [rakhundova@panynj.gov](mailto:rakhundova@panynj.gov)

## Airport ID Card Application-Part 2 Explained

MANDATORY DISCLOSURE OF PLEAS, CONVICTIONS AND/OR CONDITIONAL DISMISSALS FOR CRIMES AND MISDEMEANORS OTHER THAN PARKING OR SPEEDING VIOLATIONS					
Have you ever in your LIFE been convicted of, plead no contest or plead nolo-contendere, plead guilty, or found not guilty by reason of insanity to an offense other than a parking or speeding violation in this country or elsewhere? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", you must provide the following details for each offense: date, place, charge, court and final disposition. You must list all convictions below, even if such conviction was expunged, sealed or removed from your record, or adjudication was withheld, you were placed on probation or a pretrial diversion program. If additional space is needed attach sheets.					
Offense	Date	Place	Charge	Court	Final Disposition

MANDATORY DISCLOSURE OF PENDING CHARGES, FOR CRIMES AND MISDEMEANORS OTHER THAN PARKING OR SPEEDING VIOLATIONS					
Are there any charges currently pending against you, whether as a result of an arrest, or filing of a complaint, information or indictment, other than a parking or speeding violation, in this country or elsewhere? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" you must provide the following details, for all pending charges: date, offense, charging document, place, court, and current status. If additional space is needed attach sheets.					
Offense	Date	Place	Charge	Court	Final Disposition

As of November 9, 2017, the Port Authority of NY & NJ released an updated version of the application. This update includes a new mandatory disclosure of pending charges section in addition to the mandatory disclosure of pleas, conviction and/or conditional dismissals. As an Issuing Officer it is imperative that you explain and stress the importance of disclosing any previous arrests/conviction as well as any pending charges/cases as failure to do so may result in the denial of an airport ID card.

## Extended Hours—Fingerprinting

### Fingerprint Scheduling

Effective Wednesday, November 29, 2017, scheduled fingerprint appointments will be offered for two additional hours each day, Monday through Thursday. The extended hours schedule will only accommodate fingerprint appointments and will not include other badging transactions.

### Fingerprint Walk-Ins

In addition to the extended fingerprinting hours, effective Wednesday, December 6, 2017 the JFK Security ID Office will also begin allowing new applicants to visit the ID Office without a scheduled appointment to be fingerprinted for their Criminal History Records Check (CHRC).

## Meet Our Staff

**Name:** Anthony Ferrante

**Years in ID Office:** 1 year

**Position:** JFKSECAU

**Favorite Part about the job:** Interaction with the airport community

**Advice for Issuing Officers:** Maintaining accurate and up to date records of employee information is key in order to successfully complete the Reverse Audit.

