

MEMORANDUM

John F. Kennedy International Airport

To: Issuing Officers – John F. Kennedy International Airport
From: Christopher A. Kaddo
Date: November 28, 2017
Subject: **INTRODUCTION OF WALK-IN FINGERPRINT APPOINTMENTS**

Copy To: K. Dickie, R. Akhundova, E. Tchernomordik

The Security ID Office at John F. Kennedy International Airport (JFK) is pleased to announce the implementation of limited walk-in fingerprint appointments starting Wednesday December 6, 2017.

New applicants for Airport Security ID Cards will now have the option to visit the ID Office during select business hours, and without a scheduled appointment, to have their fingerprints taken for their Criminal History Records Check (CHRC). To be eligible for a walk-in appointment, the applicant's Issuing Officers must have submitted a full application (PA Form 3253/10-17) for them at least two (2) business days prior to their arrival.

Walk-in hours will be held according to the following schedule:

MONDAY – 9:00 am – 11:00 am
TUESDAY – 1:00 pm – 3:00 pm
WEDNESDAY – 9:00 am – 11:00 am
THURSDAY – 1:00 pm – 3:00 pm

Walk-in appointments will exist in tandem with the existing practice of scheduled appointments. Any walk-ins will be treated as first-come, first-served, and applicants may experience a wait time depending on the applicant volume at the time of visit. If a scheduled fingerprint appointment is preferable for you or your applicant, you may continue to make those accommodations by speaking to our Fingerprint Scheduling Department in person, or by emailing JFKAPTS@PANYNJ.GOV.

I hope this change affords you and your applicants increased convenience and flexibility in the credentialing process. If you have any questions or concerns, please email me at CAKADDO@PANYNJ.GOV.

Sincerely,



Christopher A. Kaddo, A.C.E.
Senior Security Coordinator
John F. Kennedy International Airport