

## LGA SECURITY ID OFFICE

LaGuardia Airport  
CTB, Suite 3570A  
Flushing, NY 11371  
(718) 533-3935



Office Hours  
Monday – Friday  
8:30 am – 4:30 pm  
Last Fingerprint 3:30 pm

# ISSUING OFFICER

## NEWSLETTER

**ISSUING OFFICER MEETING: Tuesday, April 26, 2019 AT 11:00 AM HANGAR 7, 3<sup>RD</sup> FLOOR**



A WHOLE  
NEW  
LGA

### SIDA ACCESS NEW CONCOURSE B

LGP is handling the security access to the new Concourse B. LGP Credentialing Office is located in the CTB, 3<sup>rd</sup> floor, room #3507. Questions about access can be directed to: [LGPCredential@laguardiab.com](mailto:LGPCredential@laguardiab.com)

### GUEST SPEAKERS IDENTITY MANAGEMENT SYSTEM (IDMS/IdM-CIS)

Next IO meeting, April 26<sup>th</sup>, Saurabth Pethe, IdM-CIS Project Manager & Stewart Liberman, PANYNJ Business Application Manager will be joining us to introduce IDMS and answer questions.

### SECURITY SERVICES TRAINING SCHEDULE

Please note there will be a change in the Security Services (SG) training schedule. Beginning April 9, classes will be Tuesday and Thursday from 11:30 am to 3:30 pm.

## RETURNING AIRPORT ID CARDS

TSA Regulations (1542) require to, “retrieve, expired identification media and media of persons who no longer have unescorted access authority.” The Issuing Officer, at the point of any employee termination, suspension, extended vacation, or leave of absence, must recover and return the Airport ID Card to the Airport Security ID Office within one (1) business day, with a maximum of 72 hours after receipt. If you choose, you can return it by mail (FedEx, UPS, registered mail), include disposition and, if possible, hole punch the ID badge(s).

Address: LaGuardia Airport, Security ID Office  
Central Terminal Building, Suite 3570A  
Flushing, NY 11371  
Tele: 718-533-3935

## MANDATORY DISCLOSURE

If you need more space on the mandatory disclosure section of the application, page 3/7, form PA3253, please attach a separate sheet of paper, typewritten, listing additional disclosures following the format on the application in Part 4.

## RENEWALS

Procedure for renewals have not changed. Renewals are still done in a walk-in basis. No appointment is needed to renew a badge at LGA. The Port Authority Airport ID card cannot be used as proof of identity during renewals. Please refer to page 2/7, Part 3 of the Airport Security Identification Card application, form PA3253 for a list of government issued IDs that we will accept. The documents should prove a person's identity and establish a person's employment status.



## Airport Security ID Cardholder Responsibilities Social Media



- NEVER Duplicate**
- NEVER Alter**
- NEVER SHARE ON ANY SOCIAL MEDIA**

**UNDER NO CIRCUMSTANCES** should your Airport Security ID Card be duplicated, altered, or shared on any social media (such as Facebook, Twitter, Snapchat, Instagram, What'sApp, LinkedIn, etc.)

Doing any of these is unlawful and may result in criminal prosecution and permanent revocation of Airport Security ID Card privileges.



**Call the LGA Port Authority Police 718-533-3911**

## REMIND YOUR EMPLOYEES TO CHALLENGE

The *LGA Airport ID Cardholders Responsibilities* states badge holders are required to challenge any individual in the SIDA not displaying an ID Card pursuant to the TSA and PA rules and regulations. Remind your employees that successful ID challenges may lead to *Bogus Bob/Babs* rewards. The *Bogus Bob/Babs* program randomly awards \$50 to airport employees who challenge unauthorized person(s) in SIDA zones of the airport. Congratulations to the 21 employees during February and March who received Bogus Bob/Babs Awards. *Bogus Bob/Babs* employees were from: Royal Waste, Airway Cleaning, Delta, Airline Vending, United, Southwest, American, JetBlue, Envoy, Cleantech.

## LGA ID OFFICE CONTACT INFORMATION

### Tour Supervisor

[LGATOURSUPERVISOR@PANYNJ.GOV](mailto:LGATOURSUPERVISOR@PANYNJ.GOV)

718-533-3907

### SIDA Badges

[LAGAIDCARD411@PANYNJ.GOV](mailto:LAGAIDCARD411@PANYNJ.GOV)

718-533-3935

718-533-3700 (after hours)

### Vendor Requests-Sterile Area Access

[LGA\\_VENDORREQUESTS@PANYNJ.GOV](mailto:LGA_VENDORREQUESTS@PANYNJ.GOV)

718-533-4247

### Breach of Rules

[LGABOR@PANYNJ.GOV](mailto:LGABOR@PANYNJ.GOV)

718-533-4247