



ISSUING OFFICER

NEWSLETTER

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

ISSUING OFFICER MEETING: TUESDAY, FEBRUARY 26 AT 3:00 PM HANGAR 7, 3RD FLOOR



ISSUING OFFICER ANNUAL RETRAINING

Issuing Officer (IO) annual retraining will expire with Airport Security ID card. In order to maintain IO status, IO annual retraining must be satisfied by time of renewal. IO annual retraining can be taken during any scheduled SIDA class.

AIRLINE EMPLOYEE SECURITY BADGE RENEWAL

Airline employee SIDA badges will expire at the same time as the badge holder's fingerprint expiration date. If an airline employee's fingerprints expire in 6 months, the new badge will only extend six months.

SECURITY SERVICES TRAINING SCHEDULE

Please note that there will be a change in the Security Services (SG) training schedule. Starting Tuesday, March 5, 2019 SG training classes will be offered on Tuesdays and Thursdays from 7:00 am - 11:00 am and 11:30 am - 3:30 pm.



CONCOURSE B SIDA ACCESS

Airport employees with a need for access privileges in the new Concourse B building can go to the LGA Credentialing Office to be added to the access control system. The LGA Credentialing Office is located on the third floor of the Central Terminal Building (Terminal B) in room 3507 and has the sign pictured to the left.

ONLINE SCHEDULING SYSTEM

The LaGuardia Security ID Office is proud to announce a new online scheduling system. Issuing officers can now schedule employees for Fingerprints, BOR retraining, & SIDA/Issuing Officer/SG training appointments online.

To schedule for SIDA or SG training, please wait until after you receive an email from the Security ID Office stating that your applicant is ready to be scheduled. As a reminder, SIDA training must be completed before SG training. Please use the following link for IO scheduling needs:

<https://booknow.appointment-plus.com/ykbjzlk/>

*Please note that this link is to be used by Issuing Officers only



THE FIVE PERCENT RULE

In an effort to enhance security and reduce vulnerabilities the LGA Security Office conducts random fingerprint based Criminal History Record Checks (CHRC) on five percent of all active SIDA badge holders each month. This random monthly check is in addition to the TSA mandated two-year reoccurring CHRC requirement of active SIDA badge holders. Increasing the frequency of random and unpredictable security measures serves as a force multiplier and further enhances access control while reducing vulnerabilities to potential terrorist activities.



LGA ID OFFICE UPCOMING DEVELOPMENTS

The LGA ID office is in the process of implementing an ID Management System (IDMS). IDMS is a computer based enrollment system that will streamline ID office transactions. Issuing Officers will be able to enroll new employee badge applicants, process renewals, schedule training, fingerprint appointments, suspend badges, and perform audits at any time via a secure web portal. Not only will this reduce paper waste, unlike paper enrollment, an incomplete application cannot be submitted. With the implementation of online enrollment, applicants will no longer need to submit paperwork at the time of their appointment. Since the data input process has already been completed, this greatly reduces badging times, minimizes errors, and increases efficiency.

LGA ID OFFICE CONTACT INFORMATION

Tour Supervisor

LGATOURSUPERVISOR@PANYNJ.GOV

718-533-3907

SIDA Badges

LGAIIDCARD411@PANYNJ.GOV

718-533-3935

718-533-3700 (after hours)

Vendor Requests

LGA_VENDORREQUESTS@PANYNJ.GOV

718-533-4247

Breach of Rules

LGABOR@PANYNJ.GOV

718-533-4247