



MDAD Credentialing Section

Fingerprint Appointments Scheduling Services

Powered by Microsoft Bookings

September 2025



Introduction

- The objective of this new scheduling page is to eliminate the need for credentialing staff constantly attending the appointment phone line by designing and facilitating a self-service appointment interface using Microsoft Bookings, an Office 365 suite application. This new feature will enhance and allow flexibility to the way our business partners conduct business with the Credentialing Section and provide a self-service approach when booking fingerprint appointments.

The background of the slide features a series of thin, curved lines in shades of gray, creating a sense of motion and modernity. These lines are more prominent on the left side and fade towards the right.

Benefits of Using the Fingerprints Self-Service Appointments Page

- ✓ Simple
- ✓ Safe
- ✓ Modern
- ✓ Convenient
- ✓ Reliable
- ✓ Beneficial

*For our business partners and our
organization*

Terms of Use and Functionality

- Appointments page is for official use and only to be used by authorized company representatives by accessing a secure booking link.
- Appointments will only be allowed for new applicants with no active SIDA badge.
- Companies will not schedule more than five (5) applicants per day without notifying the Credentialing Section by phone.
- Companies will be able to cancel or reschedule appointments.

Schedulers/ Authorized Company Users

- Authorized Company Representatives will access the Fingerprints Appointment page with the following secured website link:



<https://outlook.office365.com/book/MDADCredentialingFingerprintAppointments@miami-airport.com/s/xzd-1X7sq0yGMKPMIs8rOw2?ismsaljsauthenabled=true>

- This website link has been disabled to appear on any online search engines and signatories are not to share this link with any applicant
- Upon accessing the website, company representatives will be able to easily fill out all required information to schedule an appointment



Miami-Dade Aviation Department Credentialing Section

MIA Credentialing Fingerprint
Appointments Scheduling for...

Welcomel This fingerprint appointments sc... [Read more](#)

10 minutes

Booking for MIA Credentialing Fingerprint Appointments Scheduling for Signatories Use Only

July 30

DATE

< > August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TIME

8:30 AM	8:40 AM	8:50 AM
9:00 AM	9:10 AM	9:20 AM
9:30 AM	9:40 AM	9:50 AM
10:00 AM	10:10 AM	10:20 AM
10:30 AM	10:40 AM	10:50 AM

All times are in (UTC-05:00) Eastern Time (US & Canada)



ADD YOUR DETAILS

First and last name *

First and last name

Email *

Email



PROVIDE ADDITIONAL INFORMATION

Company Code (Assigned by MDAD Credentialing)

Add your answer here

Acknowledgment Statement: (1) I acknowledge that I am an authorized company signatory. (2) I will not schedule more than five (5) applicants per day without notifying the Credentialing Section. (3) Fingerprint appointments are only for new applicants with no active ID badges or STA. I certify my compliance with the acknowledgment statement. Enter name of authorized company representative ==>

Add your answer here

Book

Schedulers/
Authorized
Company Users
Scheduling Page

Miami-Dade Aviation Department Credentialing Section

MIA Credentialing Fingerprint
Appointments Scheduling for...



Welcome! This fingerprint appointments sc... [Read more](#)

10 minutes

Date & Time Selection

Booking for **MIA Credentialing Fingerprint Appointments Scheduling for Signatories Use Only**

July 30

 **DATE**

 **TIME**

< > August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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10:00 AM	10:10 AM	10:20 AM
10:30 AM	10:40 AM	10:50 AM

① All times are in (UTC-05:00) Eastern Time (US & Canada)

Add Required Appointment Details



ADD YOUR DETAILS

First and last name *

First and last name

Email *

Email



PROVIDE ADDITIONAL INFORMATION

Company Code (Assigned by MDAD Credentialing)

Add your answer here

Acknowledgment Statement: (1) I acknowledge that I am an authorized company signatory. (2) I will not schedule more than five (5) applicants per day without notifying the Credentialing Section. (3) Fingerprint appointments are only for new applicants with no active ID badges or STA. I certify my compliance with the acknowledgment statement. Enter name of authorized company representative ==>

Add your answer here

Book

Applicant's Name

**Signatory's Email Address
(this will allow for signatory to
receive confirmation email)**



Miami-Dade Aviation Department Credentialing Section

✓ Thank you for booking with us! You will get a confirmation message in email shortly

Upcoming booking for Mickey Mouse

MIA Credentialing Fingerprint Appointments Scheduling for Signatories Use Only

📅 Monday, August 18, 2025

🕒 8:30 AM (10 minutes)

📍 Miami International Airport, Credentialing
Section, Terminal D, 3rd Floor

Reschedule

Cancel booking

New booking

⌚ All times are in (UTC-05:00) Eastern Time (US & Canada)

Appointment Confirmation Page

Miami International Airport, Credentialing Section, Terminal D, 3rd Floor | (305) 876-7188
The Policies and Practices of Miami-Dade Aviation Department Credentialing Section apply to the use of your data



Powered by [Microsoft Bookings](#)
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Appointment
Confirmation
Email &
Rescheduling
Option



MDAD Credentialing Fingerprint Appointments
(305) 876-7188

Hi Mia Airport

Your Booking is confirmed.

Bookings details

Service Name	Fingerprint Appointments Scheduling
With	MIA CREDENTIALING OFFICE (Aviation)
When	Wednesday, October 30, 2024 3:50 PM - 4:00 PM (UTC-05:00) Eastern Time (US & Canada)

 **Reschedule**



Miami-Dade Aviation Department Credentialing Section
(305) 876-7188

Hi Mickey Mouse

Your booking is updated.

Appointment Confirmation Email

Bookings details

Service Name	MIA Credentialing Fingerprint Appointments Scheduling for Signatories Use Only
With	MIA CREDENTIALING OFFICE (Aviation)
When	Monday, August 18, 2025 8:30 AM - 8:40 AM (UTC-05:00) Eastern Time (US & Canada)
Location	Miami International Airport, Credentialing Section, Terminal D, 3rd Floor

 [Reschedule](#)

Additional Information

Acceptable forms of documents are listed below. Documents must be original, unexpired, issued by a government authority and at least one must have a photo (A copy of the presented documents must also be attached to application). If presenting two (2) forms of ID's (List B and C), ID's must be bearing identical name match. Individuals who are not U.S. Citizens, must have at least one of the following: Permanent Resident Card or Alien Registration Receipt (Form I-551), Employment Authorization Card, or Arrival-Departure Record (Form I-94) if individual is presenting an unexpired foreign passport containing an endorsement of the individual's non-immigrant status or non-immigrant visa. **New applicants** must present three (3) forms of ID's (one from each list

Technical Difficulties



**For Questions, Concerns, or Technical Difficulties
Please Contact:**

MDAD Credentialing Section:

Monday-Friday (excluding County holidays)

8:00 am – 4:00 pm

(305) 876-7188

MDAD Credentialing Section , Terminal D, 3rd Floor
Miami International Airport

THE GOAL

*Fingerprint
appointments,
how may I help
you?*



MDAD CREDENTIALING SECTION



BUSINESS PARTNER

Miami-Dade Aviation Department