

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.

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...

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

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

July 30

DATE	TIME
August 2025	
S M T W T F S	8:30 AM 8:40 AM 8:50 AM
1 2	9:00 AM 9:10 AM 9:20 AM
3 4 5 6 7 8 9	9:30 AM 9:40 AM 9:50 AM
10 11 12 13 14 15 16	10:00 AM 10:10 AM 10:20 AM
17 18 19 20 21 22 23	
24 25 26 27 28 29 30	10:30 AM 10:40 AM 10:50 AM
31	

① 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

Miami-Dade Aviation Department Credentialing Section

Date & Time Selection

MIA Credentialing Fingerprint
Appointments Scheduling for...

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

10 minutes

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
31						

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 Required Appointment Details

ADD YOUR DETAILS

First and last name *

← **Applicant's Name**

Email *

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

PROVIDE ADDITIONAL INFORMATION

Company Code (Assigned by MDAD Credentialing)

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 ==>

Book



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

Reschedule

🕒 8:30 AM (10 minutes)

Cancel booking

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

New booking

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

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

Appointment Confirmation Email



Miami-Dade Aviation Department Credentialing Section

(305) 876-7188

Hi Mickey Mouse

Your booking is updated.

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:

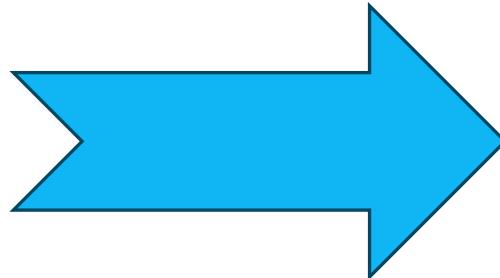
Monday-Friday (excluding County holidays)
8:00 am – 4:00 pm
(305) 876-7188

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

THE GOAL



MDAD CREDENTIALING SECTION



BUSINESS PARTNER