

Attention

New Procedures Effective April 1, 2020

Port Partners,

An online version of this message can be found here: [Port Police / NIT I.D. Office – Appointments Required as of April 1](#)

As part of our continual efforts to ensure the safest working environment for you, and our port colleagues, please be advised of the following:

Effective Wednesday, April 1, 2020 – NIT's Port Police I.D. Office

- **The I.D. Office will work on an appointment only basis**
- To make an appointment visit: <https://square.site/book/GACNTAHERZEPD/port-id-office-norfolk-va>
- Under the **“Our Services”** section, click **“Book Now”**
 - Click on an available date and scroll down to view available times
 - Choosing a date and time will take you to a screen, requesting contact details
 - Please provide your mobile phone number, email and first and last name
 - **In the “Appointment Notes” box, please provide your employer’s name and reason for your visit (Ex. expired port I.D., new registration, etc.)**

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Google
Chrome *

Appointments are offered in 15 minute windows. Individuals arriving late, or without an appointment, will be processed on a case-by-case basis. If appointments are full, you may be asked to make a new appointment, returning at a later time.

In the interest of health and safety, queueing outside the I.D. Office is not permitted. Please remain in your vehicle until your appointment window begins.

If you have questions about this process, please contact Port Police Captain Jason Snow – 757-440-4012 / jsnow@portofvirginia.com

Thank you for your flexibility.