



## /Chargeable application for the repeat check

In accordance with Section 7 of the German Aviation Security Act  
[LuftSiG] and Section 3 [5] in conjunction with Section 5 [2]  
of the Air Traffic Background Check Ordinance [LuftSiZÜV]



Under Section 3 [5] Sentence 1 in conjunction with Section 5 [2] Sentence 1 of the Air Traffic Background Check Ordinance [LuftSiZÜV], your background check is only valid for five years. This application is for a repeat check covering the next **five** years. Please submit the application at the latest three months before the validity of your background check expires. If the application is received late, access to restricted areas is only possible if the check can be completed before the previous background check expires. If not, access to them is prevented when its validity expires.

**N.B.:**

Please submit the application at the latest three months before the validity of your background check expires.

Applications can be processed only if the following are furnished:

- ☐ Copy of a valid ID document
- ☐ Details on your places of residence for the past 5 years in Germany and abroad [in chronological order]

On the new ID cards in cheque card format, the serial number [top right on their front] and the access number [six-digit number on the right of the validity date] must not be defaced.

Information on the obligation to pay the charges:

FMG invoices its charges. In the case of employees, it primarily invoices the employer; however, the applicant himself/herself owes the charges and fees to it. The invoice must be settled within 10 days of the invoice date. FMG can submit the invoice before the application is processed and make processing of it contingent upon payment.

Please read our attached "Information and General Terms and Conditions" before completing the form, then detach them and hold them in safekeeping.



Applicant

Do you have recently applied for a background check at another German airport?  
If so, attach the confirmation from an aviation authority regarding a valid background check

YES      NO

Surname (including former name)		Name at birth	
First name		Other first names	
Title [e.g. Dr.], diplomatic status		Dual nationality/nationalities	
Phone/mobile phone		Former nationality/nationalities	
E-Mail		Place of birth	Country of birth
Date of birth D D . M M . Y Y Y Y		ID card,passport number or diplomatic passport A copy of the document must be enclosed	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> unisex			

Principal places of residence in the past 5 years must be specified in full and to the exact month. Please do not enclose any confirmation of registration. If you currently have a residence abroad, please also state a German postal address. Enclose an extra sheet if you have several residences.

Street, Number ①		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	
Street, Number ②		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	
Street, Number ③		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	
Street, Number ④		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	
Street, Number ⑤		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	

If you have had secondary places of residence in the past 5 years, they must be specified in full and to the exact month. Enclose an extra sheet if you have several residences.

Street, Number ①		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	
Street, Number ②		Federal state/country/abroad	
Postal code City		From: M M . Y Y Y Y      To: M M . Y Y Y Y	

<input type="checkbox"/> I have taken note of and acknowledge the enclosed "Information and General Terms and Conditions". By submitting the application, I undertake to FMG to pay the ID card charges and dis-bursed fees.	Mit meiner Unterschrift bestätige ich die Richtigkeit der Angaben
Date	Signature of the applicant / legal representative of minors



Employer

If the applicant works in the restricted area, the employer hereby pledges that

- The applicant requires access authorisation or a permanent ID card for his/her work.
- As far as the employer is aware, the details given by the applicant are accurate and it is not aware of any facts that may call the applicant's reliability into doubt. **If this is not the case, the aviation security authority must be notified.**
- Other public-law requirements relating to the legality of the applicant's activity [in particular work and residence permits] have been met.

If the aviation security authority finds that an employee is not reliable or FMG denies him/her access authorisation for other reasons, this shall not exempt the employee or employer from the obligation to pay.

☐ **I have taken note of and acknowledge the enclosed "Information and General Terms and Conditions". By submitting the application, I undertake to FMG to pay the ID card charges and disbursed fees.**

Stamp of the employer

Date/signature of the employer (authorised signatory)

to be completed by the applicant companies, authorities, FMG depts.

Die Angaben des Arbeitgebers und des Antragstellers sind geprüft und werden bestätigt.

FMG-Bereich

F-

Stempel zuständige Firma, Behörde, FMG-Ber.

Telefon-Nr.

Datum

Unterschriftsberechtigter zust. Firma, Behörden-Ltg., FMG-Ber.

Charging of costs

☐ Within FMG

Cost centre

☐ External

Customer no.



## Entering the airport and its restricted areas – Airport ID cards

### Information and General Terms and Conditions

### Application form for an airport ID card and background check

**Note: commercial activity, Airport Rules and Regulations**

#### Information and General Terms and Conditions for ID card holders and their employers

Individual areas of Munich Airport can only be entered with the consent of Flughafen München GmbH (FMG). Different types of airport ID card are issued and administered by the Access Management, ID Card department of FMG.

Address of Access Management, ID Card department

Flughafen München GmbH  
Corporate Security  
ID Card department  
Postbox 23 17 55  
85326 Munich – Airport  
www.munich-airport.com  
zup-ausweiswesen@munich-airport.de

Service Phone +49 89 975-6 30 00

You can find the opening times at [www.munich-airport.com](http://www.munich-airport.com) → Company & Business → Responsibility → Access Management

Any loss of airport ID cards must be reported immediately to FMG and outside the opening times to FMG's security management:  
Phone +49 89 975-63110.

#### Airport ID cards for access to restricted areas – Official background check

Pursuant to the German Aviation Security Act (LuftSiG, dated February 15, 2005, Official Federal Gazette 2005, Part I No. 3, p. 78 et seq.), entry to areas of the airport that are not generally accessible [also referred to as restricted areas here] may only be granted to persons who need to access them to pursue a professional activity and whose reliability has been checked by the aviation security authority [Section 7 [1] No. 1 LuftSiG]. This official background check is also required for other employees at the airport who may influence the security of air traffic [Section 7 [1] No. 2 and other numbers of the LuftSiG]. Special types of ID card with a photo are issued for such persons with a background check, depending on the restricted area they work in.

Persons who access restricted areas irregularly [occasionally] are provided with temporary ID cards for a maximum of 24 hours [once a month].

#### Background check – Important details

You hereby apply – through your employer if you are an employee – for the repeat check for the official background check by the responsible aviation security authority through FMG Access Management, ID Card department. That authority for Munich Airport is **the government of Upper Bavaria – South Bavaria Aviation Authority – Aviation Security Office**, Postfach 24 14 42, 85336 Munich.

The background check is conducted in accordance with the provisions of the German Aviation Security Act (LuftSiG) and the Air Traffic Background Check Ordinance (LuftZÜV). In accordance with Section 7 [3] LuftSiG, it comprises queries with various authorities: The police authorities and the Federal Intelligence Service for Subversive Activities of the federal states and the Federal Central Register. If necessary in an individual case, queries can also be directed to the German Federal Bureau of Investigation, Customs Criminal Investigation Office, Federal Intelligence Service for Subversive Activities, Federal Intelligence Service, Military Screening Service and the Federal Commissioner of Intelligence Agency Documents of the Former German Democratic Republic. Information on foreign applicants can also be obtained from the central register of foreign residents and, if necessary in an individual case, queries can be directed to the competent authorities responsible for for-eign nationals.

If necessary in an individual case, the aviation security authority can also direct queries to FMG as the airport company and to the current employer for information of importance in assessing your personal reliability.

You as the applicant are obliged to collaborate in the background check. If you have resided abroad once or more times for a lengthy period of time, the aviation security authority will usually also ask you to furnish suitable proof or certification from the responsible foreign security authorities. If there are doubts as to your personal reliability, the aviation security authority can request more detailed oral/written information from you and, if necessary, ask you to furnish further documents. In such cases, the aviation security authority can also obtain information from the criminal prosecution authorities.

The official findings of the background check are valid for 5 years. You, your employer, FMG as the airport company and the police authorities and the Federal Intelligence Service for Subversive Activities are informed of the result of the background check. The information on which the result is based is in principle not disclosed to the employer, unless this is required for court proceedings in connection with the background check. If the aviation security authority finds that you are not reliable, FMG is not permitted to grant you access authorisation to restricted areas. If you are found to be reliable, this does not obligate FMG to grant you access authorisation; this is at the discretion of FMG.

An internal application process coordinated with the aviation security authority applies to FMG and its subsidiaries as regards the repeat check.

#### **Your statutory obligations as an ID card holder and in the restricted area**

If you have been issued with an airport ID card with access authorisation for restricted areas, you must wear it visibly at all times in these areas. **When its validity expires or you end your activity, you must return immediately or upon request to Access Management.** ID cards must never be destroyed by their holders themselves (Sections 10 and 18 LuftSiG). You must not give the ID card to a third party. You must report its loss to FMG immediately. Access to restricted areas without authorisation is prohibited. Anyone contravening these obligations under Section 10 LuftSiG through intent or gross negligence commits a regulatory offence, which the aviation security authority may punish by a fine of up to ten thousand euros (Section 18 LuftSiG).

#### **Charges for ID card applications and administration, fees for the background check and air security training**

For each application for an ID card – regardless of its type and even if a background check does not need to be conducted – and for each repeat background check, FMG levies a charge to cover its costs for handling the application and administering ID cards and a fee for repeating the air security training. The aviation security authority levies a fee for each first-time or repeat background check in accordance with the Aviation Administration Cost Ordinance. FMG disburses the fee. It invoices its charges, if applicable together with the disbursed fee. In the case of employees, it primarily invoices the employer; however, the applicant himself/herself owes the charges and fees to it. The invoice must be settled within 10 days of the invoice date. FMG can submit the invoice before the application is processed and make processing of it contingent upon payment.

The applicant and, if applicable, the employer are each obliged to settle the charges and disbursed fees when the application is submitted. If the aviation security authority finds that an employee is not reliable or FMG denies him/her access authorisation for other reasons, this shall not exempt the employee or employer from the obligation to pay.

#### **Searches of staff wishing to access restricted areas**

Pursuant to Section 8 (1) No. 5 LuftSiG, FMG is obliged to search its own employees, employees of other companies operating at the airport and other persons, as well as objects they bring with them and vehicles, whenever they access certain restricted subareas or to check them in another suitable manner. This shall also apply to holders of airport ID cards with access authorisation to restricted areas. The costs of these checks are not discharged by the ID card charges and can be otherwise allocated by FMG at any time.

#### **Information on data protection**

Personal data collected for the purpose of issuing or changing an airport ID card will be stored and processed by FMG as part of handling applications, conducting training measures and administering the access rights, as well as for insurance purposes (e.g. settlement of claims). If a background check has been applied for, the collected personal data is sent to the aviation security authority and stored and processed there for conducting the check. Anyone can contact the Bavarian State Office for Data Protection if he or she believes that his/her rights have been violated as part of the collection, processing and use of his/her personal data by non-public agencies (Section 6 of the German Federal Data Protection Act (BDSG)). Your particulars will not be used for advertising purposes.

#### **Information about security awareness training**

The regulation on aviation security awareness training (LuftSiSchulV), which came into force on 11 April 2008, links granting access authorisation to security restricted areas of a commercial airport not only to a background check in accordance with Section 7 LuftSiG, but also to an obligation to undergo training.

In accordance with the regulation implementing Commission Regulation (EU) 2015/1998, authorisation for a person to enter security restricted areas unaccompanied for the first time is not granted until proof is furnished that he/she has completed the security awareness training. If the applicant has already completed a higher level of security awareness training pursuant to Chapter 11.2.3 to 11.2.5 of Commission Regulation (EU) 2015/1998, or if a higher level of security awareness training is aspired to on the grounds of further work activities (e.g. within a secure supply chain), this training certificate may be attached to the ID card application. The possibility of its recognition will be checked by the ID Card Office. The aviation security awareness training must be repeated regularly in compliance with applicable stipulations. Participation in the aviation security awareness training incurs costs that will be invoiced by the ID Card Office and, if applicable, separately by the Airport Academy.

#### **Airport Rules and Regulations**

**Extract: Section 4.1: Commercial activity on the airport property is subject to the payment of fees and is permitted only on the basis of an agreement with the airport operating company. Commercial activity is deemed to take place on the airport property even if it is only partially performed there.**