



Applying for a key or I-Button

To apply for a key you need the form »application for a key«. If you have access to Munich Airports intranet [eMotion], you can find the form in Microsoft Word under *Datei → Neu → Freigegeben → Formulare → Schlüssel-Antrag*.

Note: Access authorisations for new or already issued I-Button can only be applied via e-mail to i-button@munich-airport.de, not via the application form.

The application for a key needs to be filled in as follows:

Key-Application					
For Keys and I-Buttons			Location: Terminal 1, Module B level 03 (near the Cola-Bar) Opening hours: Mon - Thur 8 am - 4 pm Fr 8 am - 2 pm Availability: Tel.: 089 975 52533 Fax: 089 975 52536 E-Mail: kv@munich-airport.de		
Each key holder must complete a separate application! Authorizations for I-Buttons need to be applied for separately under following e-mail address: i-button@munich-airport.de					
(1) Applicant					
Company		Organisational Unit or branch		Company Stamp (with Address and Signature)	
Tel.		E-Mail			
(2) Key Holder					
First Names		Surname		FMG-ID Card Number	
Tel.		E-Mail		Date of Application	
Key issued until		Extended until			
I-Button (Authorisations for I-Buttons need to be applied for separately under following e-mail address: i-button@munich-airport.de)					
Number of I-Buttons		Continuing Nr. (filled in by KSZS)			
Keys					
Part of building/building/gate	Level	Room No.	Special Information	Lock-No.	Continuing Nr. (filled in by KSZS)
The Key System Management reserves one's right to deny the issue of keys and I-Buttons without declaration of reason!					
(3) Statement for the necessity of the keys					
Description (in case the space is not sufficient please use an extra sheet)					
(4) Authorisation					
- for FMG employees, their Vice President (VP) - for tenants, responsible person in the rental department - for external companies/tenants/T2G, the Head of the organisational unit		Org. Unit	Name in block letters	Date, Signature	
(5) Release					
Issue of a key outside the organisational unit requires the approval of the manager responsible for that area (for FMG-VP)		Org. Unit	Name in block letters	Date, Signature	
The signature of the responsible organisational unit is required for access to the security restricted area (e.g. according to Sec. 8 LuftStG [German Aviation Security (Sec. 8 Key and BSB Key) Remark KSR:		Org. Unit	Name in block letters	Date, Signature	
(6) Issue of Key					
Date	Signature Key System Management/Secondary Signature		Reason for manual key issue (Later recording in the system necessary!)		
The applicant undertakes to comply with the regulations in the guideline for the issue of keys printed on the reverse and to ensure that the respective key holder is made aware of these regulations and complies with them.		Org. Unit	Date	Signature Key Holder	

Company and department applying for a key and/or I-Button

Bearer the key or I-Button is issued to

Keys and I-Button are issued temporarily until a frame contract or employment contract is ending;
For I-Button only the quantity needs to be specified;
For keys a location, e.g. room and/or the key-number is necessary

Explain the necessity [3];
Approval of superior/ordering party [4];
Approval of responsible department [e.g. rooms in another area of responsibility];
Approval to access security perimeter/specially secured areas [only by department KSR]

Confirmation by KSZS and bearer if registration in data-base is not possible