



Advice on how to complete the Airport ID Application

What is important?

- The application needs to be handed in complete, filled out at the computer and in original [no copy, please download to fill out]
- A copy of a valid ID card [front- and backside], passport [with page stating the passport number] or diplomatic passport
- Signature of your employer, who hands in the application for you [for every employer a separate application is necessary!]
- Signature of the commissioning company, authority or Flughafen München GmbH department who is responsible for your employer. In the best case this is your contact person.
- State a realistic estimation of the days of access you need per year
- State the residences and secondary residences of the last 10 years without any gaps
- State your employments of the last 5 years incl. potential gaps [unemployment etc.]
- Define your operational areas at the airport as exact as possible.
 - o Security restricted Area [apron, shops and gastronomy T1/T2/Satellite etc.]
 - o Public Area

To collect your Airport ID Card you need:

- A valid passport, ID card or diplomatic passport **and**
- A certificate of the security awareness training

The certificate of the security awareness training doesn't need to be provided with the application for the Airport ID Card. It can be completed after the background check – we advise to print out the certificate and provide it when you pick up your ID Card. Generally we can accept certificates from licensed German training facilities. You can find information regarding the registration for the security awareness training here:

<https://www.munich-airport.de/security-training> [Please scroll down for the English information]

Please be advised, that you need to return your Airport ID Card immediately to the ID Card Office if you don't work at Munich Airport anymore or have an interruption of your employment for more than 8 weeks. As **applicant/employer** you are also responsible to report every amendment [for example: residence, name, change of employer, end of employment etc.] to the ID Card Office.

Please send all messages to: ausweiswesen@munich-airport.de

For further information please contact: +49 89 975 63000 or use our FAQ list.

Our opening hours at MAC level 04 [below the medical center]:

Mon – Wed:	07:30am – 04:00pm
Thr:	07:30am – 05:00pm
Fri:	07:30am – 03:00pm

For visitors of the ID Card Center there are parking spaces available in P10. For the time of your visit we will of course validate your parking ticket. **This offer is not valid for customers of the office for temporary ID Cards.**

Best regards

Your Access Management