



## /Application

for the issue or change of an Airport ID card  
and/or a background check [ZUP]



## Important application information

The security restricted areas at Munich Airport may only be accessed with the consent of Flughafen München GmbH – FMG- and providing the aviation security law. For this purpose the access management (the ID Card Office) at FMG issues and administers various Airport ID cards. ID cards are basically issued per person and according to the number of work activities (secondary activities require a separate application). You can apply for them by using this form. Each application must be individually checked, and there is no legal entitlement to the granting of ID cards or to specific authorisations. All ID cards remain in the property of FMG.

Applications can only be processed if the following are provided:

- Copy of a valid ID document/diplomatic passport (on new German passports with cheque card format, the serial number and the access number may be concealed)
- Complete details of your places of residence over the past 10 years in Germany and abroad (in chronological order), completed by mechanical means
- All necessary signatures:
  - Your own
  - That of the company
  - That of the responsible department at FMG or where necessary that of the appropriate authority
- Details of your commercial activity at Munich Airport

## The application is subject to a fee (irrespective of its result)

Address of Access Management, ID Card Office.:

Flughafen München GmbH  
Corporate Security  
ID Card Office  
85326 Munich

Service phone no.: 089 975 630 00  
www.munich-airport.com  
ausweiswesen@munich-airport.de P.O. Box 23 17 55

You can find our opening hours on the website under [www.munich-airport.com](http://www.munich-airport.com) → Company & Business → Responsibility → Access Management

Loss of the Airport ID card must be reported immediately by calling 089 975 631 10!

Important information:

[Noncompliance may result in the cancellation of access authorisation or even in a penalty with monetary fine based on the aviation security law]

- Both you and your employer are engaged to inform the ID Card Office immediately about all changes (e.g. in place of residence, name, employer, termination of employment etc.). Omissions may lead to costs or rather involve measures by the FMG exercising its property rights.
- The ID card must be handed back to the ID Card Office immediately when the employment is terminated, after the end of validity period or on request (any costs arising from omission will be invoiced to the employer).
- In security restricted areas, the ID card must be worn open and visible on outer clothing at all times.
- The ID card is non-transferable.
- The ID card may not be changed (e.g. laminating, damaging, destroying or any other type of manipulation). Any replacement will be subject to a charge.
- The ID card must be shown at the request of authorised persons.
- The ID card must be protected from theft, loss and unauthorised use.
- The ID card must be deposited temporarily at the ID Card Office in the event of absences lasting longer than 8 weeks.
- The ID card may only be used for a legitimate reason and in connection with the performance of duties.
- Unauthorised persons may not be allowed to gain access when using the ID card (for example through open doors).

# Applicant



Have you applied for an ID card at Munich Airport before?

yes  no

If so, Airport ID card no.

\_\_\_\_\_

Have you 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

If so, to which airport

\_\_\_\_\_

First name

Birth name

Last name

Other first names

Title [e.g. Dr.], diplomatic status

Nationality

Phone/mobile phone

Dual citizenship

Email

Former nationality/nationalities

Date of birth  
D D . M M . Y Y Y Y

Place of birth Country of birth

Male  Female  Unisex

ID card or passport number or diplomatic passport  
\_\_\_\_\_

**A copy of the document must be attached**

**Principal places of residence over the past 10 years** must be specified **in full** and **to the exact month**. Please do not enclose any confirmation of registration. If your current place of residence is overseas, please also specify a German postal address. **Enclose an extra sheet of paper if you have several places of residence.**

Street, number

Federal state/country/overseas

Postcode, city

From: M M . Y Y Y Y to: M M . Y Y Y Y

Street, number

Federal state/country/overseas

Postcode, city

From: M M . Y Y Y Y to: M M . Y Y Y Y

Street, number

Federal state/country/overseas

Postcode, city

From: M M . Y Y Y Y to: M M . Y Y Y Y

If you have had **secondary places of residence** over the past **10 years**, they must be specified **in full** and **to the exact month**. Enclose an extra sheet of paper if you have several residences.

Street, number

Federal state/country/overseas

Postcode, city

From: M M . Y Y Y Y to: M M . Y Y Y Y

Street, number

Federal state/country/overseas

Postcode, city

From: M M . Y Y Y Y to: M M . Y Y Y Y

With my signatur I have noted and accept all attached Information and General Terms and Conditions. By submitting the ap-plication, I undertake to FMG to pay the Airport ID card fees and disbursed fees.

Date

Signature of the applicant /  
Legal representative of minors

I am aware that unaccompanied access to the security restricted area is only allowed with valid background check and proof of valid security awareness training [applies equally to repeats]. Omission will result in a new application which will be charged!

To be completed on collection **ID card received**  
Date Signature of the applicant



## Enclosure for applicants

### Details of education/training and employment periods [to be completed by the applicant]

Title [e.g. Dr.], diplomatic status	
Last name	First name
Date of birth	Other first names

Please specify all education/training and employment periods over the past 5 years to the exact month. Enclose an extra sheet of paper if necessary.

From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	Employer or education/training
From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	Employer or education/training
From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	Employer or education/training
From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	Employer or education/training
From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	Employer or education/training

Have there been interruptions in or between the specified periods of education/training or employment of more than 28 days [e. g. parental leave, unpaid special leave, internship]? Enclose an extra sheet of paper if necessary.

no     yes    If so

From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	
From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	
From:	M M . Y Y Y Y	To:	M M . Y Y Y Y	Type of activity or education/	

Date	Signature of the applicant
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#### Explanation:

Pursuant to Commission Regulation [EU] No. 2015/1998 of 1 February 2016, No. 11.1.3 on aviation security, all employment relationships, trainings and further vocational trainings are to be recorded as part of the background check for the past 5 years. If there have been any interruptions in training and employment periods of longer than 28 days over the past 5 years, you must specify the time and nature of the interruption. The aviation security authority will contact you separately if it has any questions about the information you have provided.

Download to complete form

The charge is due when the application is submitted



To be completed by the employer of the applicant

Personnel no. (FMG only)

Personnel no. grid

Last name/first name of the employee

Email/phone no. of employer

Name/company/address of the employer

Commissioning company or FMG division

Contact for processing the application, with phone/mobile number

Application for authorisation to access the security restricted area

Invoice address if different and/or customer number

For [ ] days per year in the period [estimated number of times the security restricted area will be accessed per year]

From [ ] Actual start of work

[ ] Anticipated end maximum of 5 years or duration of framework agreement

Exact description of the employee's work

Deployment area at the Airport

Selection of groups of persons for security training Please check in acc. with Section 1 [3] LuftSiSchulV

- Other staff Security staff Security screening staff

Other reason for issue

- Change of name Change of ID card type Secondary employment Expedited registration

With my signature I have noted and accept the enclosed »Information and General Terms and Conditions«.

Section 4 [1] of the Airport Rules and Regulations: Commercial activity on the airport property is only permitted on the basis of an agreement with the airport operating company...

Stamp of the employer

Date/signature of the employer (authorised signatory)

Cost allocation

Cost centre grid External (if known) Customer no. Order no.

To be completed by the commissioning companies, authorities, FMG divisions

The information provided by the employer and applicant have been checked and confirmed.

FMG-division F-

Stamp of responsible company, authority, FMG Div.

Phone no.

Date

Authorised signatory for resp. company, authority, FMG Div.

Will be completed by the ID Card Office!

ID Firmenschlüssel SON Ausweistext zust. Fa./Abt. Profil ZUP. Rückl. Datum WHÜ geprüft Vermerk Eingangsdatum SiSchul Ja Nein SiSchul Anerkennung bis sonst. Personal Sicherh. Personal LSKK



## General Terms and Conditions

### Processing of ID card applications

Only signed ID card applications that have been completed by mechanical means and where all documents (page 2) have been attached will be processed. If an activity is to be carried out in an area of the airport that is not generally accessible (a security restricted area), a background check pursuant to Section 7 (1) No. 1 German Aviation Security Act (Luftsicherheitsgesetz) will be performed by the Government of Upper Bavaria – Southern Bavaria Aviation Office -Aviation Security Office [P.O. Box 24 14 42, 85356 Munich]. For this reason, an application for an activity of this kind must be submitted at least four weeks before commencing the activity. Fundamentally only regular access (at least once a week) entitle the wearing of a permanent photo ID card – alternatively you will only receive authorisation for a temporary ID card.

**The payment obligation arises on application. If the ID card is not collected within three months of notification, the data will be deleted and the ID card destroyed (the payment obligation persists).**

The costs and fees arising for processing and subsequent administration can be found in the table of charges on our website.

### By signing, you agree to the following:

- that you consent to your personal details being stored electronically;
- that you recognise the Rules governing the use of the Airport;
- that you will undergo a background check based on Section 7 LuftSiG;
- that your data will be forwarded for the background check to the competent Aviation Security Authority, Southern Bavaria Aviation Office and stored (please note the information below concerning the background check).

### The employer of the applicant warrants the following:

- that the applicant's information is correct and complies with the personnel document specified;
- that the Airport ID card is required to perform work duties;
- that the application is only for areas that actually need to be accessed for work purposes;
- that the ID card will be returned correctly at the end of the activity.

### The employer of the applicant confirms the following:

- any required work and residence permit for the applicant is present and will be submitted to FMG on request;
- that he or she will bear the costs arising in acc. with the table of charges (see internet) for processing the application, issuing the ID card, fees for a background check applied and fees for security awareness training and payment for ID cards which are not returned on time;
- that the ID Card Office has a current and valid specimen signature;
- that he or she will notify the ID Card Office immediately if the employment relationship ends, there is no further employment at the Airport or other prerequisites for holding an ID card no longer apply.

### 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 processing 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 are sent to the appropriate 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 data will not be passed to third parties 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.

### Information about the background check

The background check is conducted in accordance with the provisions of the German Aviation Security Act [LuftSiG] and the regulation on background checks [LuftSiZÜV]. In accordance with Section 7 [3] LuftSiG, enquiries may be sent to the following authorities: state law enforcement authorities and the Federal Central Register. Where necessary, enquiries may also be directed to the German Federal Bureau of Investigation, Customs Criminal Investigation Office, Federal Office for the Protection of the Constitution, Federal Intelligence Service, Military Counterintelligence Agency and the State Security Document Authority in 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, enquiries can be directed to the competent authorities responsible for foreign nationals.

Where necessary in an individual case, the aviation security authority can also direct enquiries to FMG as the airport operator and to the current employer for an assessment of information important to the personal background check.

As the applicant, you are obliged to collaborate in the background check. If you have resided abroad one or more times, the aviation security authority will wish to obtain more detailed verbal/written information and where applicable ask for further documents to be produced. In such cases, the aviation security authority may also obtain information from the criminal prosecution authorities.

The official findings of the background check are valid for 5 years. You, where applicable your employer and FMG as airport operator will be informed about the result of the background check. The information on which the result is based is fundamentally 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 security restricted areas. Even in the case of a positive background check, FMG may exercise its rights as owner of the premises and refuse to issue you with an Airport ID card.

**Anybody who wilfully or negligently infringes these duties pursuant to Section 10 LuftSiG is committing an administrative offence which the aviation security authority may punish with fines of up to ten thousand euros [€ 10,000] [Section 18 LuftSiG].**

### Rules governing use of the Airport

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