

## *Information for Day Passes*

### ***Preface***

Day Passes are for official business only and may only be used to execute an approved task or service and must be applied for in due time through the respective application forms.

Issue of Day Passes generally happens at the Security Service with the deposit of a valid passport or driving license.

Day Passes must be carried openly in a clearly visible manner, attached to the person's outer clothing. In accordance with the legal requirements, Day Passes can be issued only for one single day a month to persons who only need to have occasional access to the restricted area; furthermore, the holder of a Day Pass must be accompanied by a person who has been checked according to § 7 German Aviation Security Act (holder of a permanent ID card, valid for the area to be entered) at all times. The escort, respectively the pick-up, must agree to accompany and supervise the holder of the Day Pass at all times. It's only allowed to enter areas for which access is actually required and there must be an official necessity on the part of one of the companies approved at Hahn Airport. The maximum amount of people to escort is three carriers of Day Passes. The escort is responsible for the proper check out from restricted areas of the accompanied persons at the airport.

If someone needs to have regular or multiple access to the restricted area, a background check according to § 7 German Air Security Act is necessary. This can only be applied for in combination with a permanent Airport Security Pass.

Day Passes are property of Hahn Airport Operator Company and must be returned in due time (within 24 hours after receipt).

We would like to point out that Day Passes are subject to a fee and that an additional fee will be charged in accordance with TRIWO Hahn Airport GmbH's current list of services if they are not returned properly.

### ***Handling of Day Passes***

To provide a quick and timely processing of your application for a Day Pass, please make sure that you complete the application form in detail.

Please submit the application for Day Pass to the Security Service only. To prevent unnecessary delays when picking up Day Passes, we ask you to submit the application forms at a minimum of 24 hours prior to the date needed to the Security Service of Hahn Airport (terminal building, 1<sup>st</sup> floor).

### ***Contact of the Security Service***

phone: +49 (0) 6543 50-9130  
e-mail: [Zentrale@hahn-airport.de](mailto:Zentrale@hahn-airport.de)

For further information, please contact the personnel of the ID Card Service.

### ***Contact of the ID Card Services***

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ID Card Service  
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55483 Hahn-Flughafen

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### ***Your ID Card Service***