

Application for Airport ID Card

"This form must be typewritten!"

☐ New Application	☐ Amendments / Additions	☐ Extension	☐ Change of Office
☐ Application for background check by the aviation authority in accordance with § 7 German Air Security Act (LuftSiG)			

No. Airport ID Card	Ausstellungsdatum	Rückgabedatum
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A – Applying Company (employer of the applicant)

Company stamp / company name and full address	I / we hereby apply an airport pass for our employee: (Further particulars also for application for background check or extension necessary!) surname, first name: _____ to the following areas: ☐ all Areas (yellow) ☐ Baggage Handling Area only (red) ☐ Cargo Area only (orange) ☐ Construction Area (green) ☐ f Apron Driver's Permit (driving course required!) ☐ F Apron Driver's Permit (driving course and radio training required!) ☐ V Ramp Access Authorization (Add-on for „Cargo Area“ only) ☐ M Escort Authorization (for THAG or authorities <u>only</u>!)
Declaration by the applicant company / authority The applying company / authority assures that - all information has been provided truthfully, - the information provided by the applicant is complete and matches the personal document provided, - the airport ID card is necessary for the fulfilment of official duties, - only those areas have been applied for that actually need to be accessed for the performance of duties/work, - the ID card is the property of TRIWO Hahn Airport GmbH and must be returned immediately if it becomes invalid or if other requirements for possession are no longer met. A request for return by TRIWO Hahn Airport GmbH must be complied with. In the event of non-compliance, the applicant company / authority undertakes to pay the fee charged by THAG in the applicable amount. (Non-return or late return also constitutes an administrative offence according to § 18 LuftSiG). The applying company / authority confirms that - any required work and residence permit for the applicant is available, - in addition to the background check in accordance with "D", participation in the Security Training in accordance with Regulation (EU) 2015/1198 and in the Safety Management Training in accordance with 139/2014 is a prerequisite for the issue of the ID card, - the carrying of prohibited articles into the security area in accordance with Regulation (EU) 2015/1998 is generally prohibited but may be authorised for the performance of professional activities. Authorisation from THAG is required for this (see page 3). - they will bear the costs of the THAG fee schedule and the fees for a background check applied for and the ID card can be blocked by TRIWO Hahn Airport GmbH if payment is not made, - the ID Card Service of Frankfurt-Hahn Airport will be informed immediately if the employment relationship with the ID card holder expires, employment at the airport ceases or other requirements for holding this ID card are no longer met. The signatory is authorized to sign on behalf of the named company / authority. The company data sheet with the settlement signature(s) has been deposited with the ID Card Service of TRIWO Hahn Airport GmbH. The activity at Frankfurt-Hahn Airport was authorised by TRIWO Hahn Airport GmbH.	
As an authorised signatory of the applicant company, I acknowledge the declaration to „A“ in full. (date, signature of authorized signatory of the applying company)	

B – Principal company for the activities at Frankfurt-Hahn airport

Declaration of the principal company for the activities at the Frankfurt-Hahn airport I hereby acknowledge that - the applicant company is working on our behalf at Frankfurt-Hahn Airport and that its activities have also been authorised by TRIWO Hahn Airport GmbH. If our contractual relationship with this company expires or if the activity commissioned by us at Frankfurt-Hahn Airport is no longer required, we are obliged to inform the ID Card Service of TRIWO Hahn Airport GmbH immediately in writing. - the information provided by the employer and the applicant has been checked, if possible, and is hereby verified.
As an approved signatory of the principal company I have read the declaration to „B“ and accept it in full. (date, signature of registered authorized signatory for the activities at Frankfurt-Hahn airport)
I hereby confirm receipt of the Airport ID Card and a copy of my application form. (date, signature of applicant)

C – Applicant (personal details need to be consistent with Passport or Identity Card)

surname (and previous name or maiden name)		first and middle names		☐ male ☐ female ☐ diverse
date of birth (dd.mm.yy)	place of birth	country of birth	nationality	
home address (street, number, post/zip code, town or city, country)				
brief description of job or activity and reason for application:			phone No.:	personal e-mail address:
			start of employment (date):	
Identity Card ☐ or Passport ☐ Number:			valid until:	current copy required!
Applicants declaration for application of an airport pass I consent to my personal details being stored electronically. I hereby acknowledge the Airport User Regulations and the ID Regulations. I affirm that - the Airport ID Card will only be used by me and only for official purposes, - the Airport ID Card must be stored carefully, and any loss or suspicion of loss must be reported immediately to the ID Card Service (Tel: 06543-50 9133) or the Airport Security Service (Tel: 06543-50 9130) without delay, - technically secured accesses opened with my ID card are only used by me exclusively, - the ID card is the property of TRIWO Hahn Airport GmbH and must be returned immediately if it becomes invalid or if other requirements for possession are no longer met. A request for return by TRIWO Hahn Airport GmbH must be complied with. (Failure to return the Airport ID Card or to return it on time constitutes an administrative offence according to § 18 LuftSiG!) - changes of name, place of residence, etc. must be reported immediately in writing to the TRIWO Hahn Airport GmbH ID Card Service. - after I have been granted access authorisation to the restricted area of the airport and I am carrying items such as tools or similar items that can be used as pointed or sharp weapons [Regulation (EC) 300/2008 and (EU) 185/2010] prohibited items], I will ensure that these items are stored with appropriate care so that they cannot be misused by unauthorised persons. - prohibited articles are kept always locked during transport through the security area and prohibited articles located in the security area are only accessible to authorised persons and are not left unattended at any time.				
I have read the declarations to „C“ regarding the application for an Airport ID Card, and recognise them in full. (date, signature of the applicant)				

D – Application for Background Check / Declaration of an already completed Background Check in Germany

Do you have a valid confirmation of a background check in accordance with § 7 German Air Security Act (LuftSiG) at another German airport? yes ☐ if yes, at which airport? add confirmation of the background check and follow up to signature field „D“ no ☐ if a background check shall be initiated, following declarations have always to be filled out – also in case of extension!	
residences* and secondary residences in the last 10 years listed chronologically by month and year, post/zip code, town, country (attach separate sheet if necessary):	Please list on a separate sheet in chronological order and to the exact day: all employments, training and further education as well as any gaps during the last 5 years! (see page 4 of the ID card application)
*If the residence is/was outside of Germany a CRB check (incl. certified translation into German) from the country of residence is required!	
Declaration by the applicant for a background check I hereby consent / acknowledge that - the data I have provided will be stored electronically, - I will be subject to a background check in accordance with Section 7 of the Aviation Security Act (LuftSiG); - as part of this background check - and only for this purpose - my data will be transmitted to the responsible Aviation Security Authority (Landesbetrieb Mobilität, Referat Luftverkehr) and to the bodies to be involved pursuant to Section 7 (3) LuftSiG. - the Aviation Security Authority may obtain information from the Police Enforcement and Constitution Protection Authorities of the federal states and, if necessary in individual cases, from the Federal Criminal Police Office, the Customs Criminal Police Office, the Federal Office for the Protection of the Constitution, the Federal Intelligence Service, the Military Counter-Intelligence Service, the Federal Commissioner for the Records of the State Security Service of the former German Democratic Republic and unlimited information from the Federal Central Criminal Register as part of the verification of reliability, - in the case of foreign persons concerned, information may be obtained from the Central Register of Foreigners and, if necessary, in individual cases, from the competent Immigration Authorities, - if necessary, in individual cases, information may be requested from the airport operators, the air carrier and the current employer, - the relevant authorities forward all security-relevant information to the competent Aviation Security Authority, - the Aviation Security Authority obtains information from the Criminal Prosecution Authorities in order to resolve doubts about the reliability of the person concerned (Section 7 (4) LuftSiG in conjunction with the Aviation Security Reliability Verification Ordinance LuftSiZÜV). This also includes access to the investigation files. - the Aviation Security Authority will inform the person concerned, his/her current employer, the aerodrome, aviation or air navigation service provider and the federal and state police and constitution protection authorities involved of the result of the check in accordance with Section 7 (7) sentences 2 and 3 LuftSiG; the current employer may not be informed of the findings on which the result is based. The aviation security authority may disclose further information to the employer if and insofar as it is necessary for the conduct of legal proceedings in connection with the background check. The person concerned is obliged to provide truthful information and to immediately report any facts that subsequently become known to him that are important for the review in accordance with Section 7 (2) LuftSiG. He/she may refuse to provide information that could lead to the risk of criminal or disciplinary prosecution, dismissal or termination of employment for him/her or a close relative within the meaning of Section 52 (1) StPO or the life partner. I confirm that I have provided all information truthfully and completely to the best of my knowledge and belief. I agree that my personal details and information on the result of the background check may be stored in the files of the competent aviation security authority and the agencies involved. The federal and state constitution protection authorities may also store the personal data and their file reference in the joint files in accordance with Section 6 of the Federal Constitution Protection Act.	
I have read the declaration „D“ regarding the application for a background check in accordance with § 7 Air Security Act and accept it in full. (date, signature of the applicant)	

This section is only completed by THAG!

Vorfeldanweisung:	durch:	Sicherheitsschulung:
Funkausbildung:	durch:	Safety Management Schulung:
von THAG genehmigt	(Unterschrift Ausweisdienst)	letzte ZVÜ gültig bis
i. A.		Ausweis gültig bis

Entscheidung der Luftsicherheitsbehörde:

LBM Rheinland-Pfalz Fachgruppe Luftverkehr, Geb. 890 55483 Hahn-Flughafen, den	i. A.	☐ Positive Feststellung der Zuverlässigkeit ☐ Zustimmung nach § 10 Satz 1 LuftSiG gültig bis: _____
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Application for a permission to carry prohibited articles into the restricted area

Is the entrainment of prohibited articles into the restricted area necessary?

no ☐ yes ☐

If yes, please complete this form, select one category, give plausible reasons and sign.

company stamp or company name with full address	I / we hereby apply a permit to entrain prohibited articles into the restricted area for our employee: surname, first name: _____ category: C ☐ R ☐ T ☐ B ☐ J ☐ F ☐ Reason for the entrainment of prohibited items / example: _____
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E – Plausibility aids for authorisation to carry prohibited articles

occupational groups / description of activity	category	examples of items that can be permitted for professional activity
flight crews (operating crews and dead head crews), aviation personnel in general or non-commercial aviation	C	aircraft-typical operating equipment and rescue equipment as well as pyrotechnic products
cleaning personnel	R	typical cleaning chemicals
technical services, technical operating personnel and craftsmen	T	job-related tools, equipment, materials and chemicals
ground-handling services, loader, cargo worker and catering staff	B	typical professional operating equipment (operating materials, gases, substances and chemicals, etc.)
persons who are in charge to hunt and scare off game animals or birds in the restricted area	J	signal pistols, hunting weapons, ammunition (explosives and incendiary substances as well as explosive and incendiary devices), other pyrotechnic products
firefighters and medical personnel	F	firefighting and medical equipment (including gases, substances and chemicals used for medical purposes)

In addition to taking prohibited articles with you when entering the security restricted area, their storage is also regulated in Regulation (EU) 2015/1998. If you take such items into the security restricted area, you must take appropriate precautions to ensure that none of these items can be used by third parties to attack air traffic.

I accept the above conditions in full: _____ (date and signature of the applicant)	permission of THAG: _____ (Datum, Unterschrift und Stempel der Ausweisstelle)
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Information sheet

Verification of periods of training and employment as well as possible gaps in the background check in accordance with Section 7 LuftSiG in conjunction with No. 11.1.3 c of the Annex to the Implementing Regulation (EU) 2015/1998

Regarding point 11.1.3. c of the Annex to the Implementing Regulation (EU) 2015/1998, a background check in the aviation security sector includes at least the recording of all employment relationships, education and training and any gaps during at least the last five years prior to the application. Until now, the Aviation Security Authorities in Germany had refrained from requesting evidence of the specified periods or gaps in detail or had limited checks to random samples. The European Commission has ordered Germany to implement the above-mentioned EU regulation in full from 1 January 2021 at the latest as part of the processing of applications for verification of reliability under Aviation Security Law for each individual application.

In order to ensure that your application for an Airport ID Card is processed quickly, we ask you to ensure in particular that the application is accompanied by meaningful documents that clearly show the periods of employment, training and further education and any gaps of more than 28 days within at least the last 5 years prior to the application.

This means in detail:

- The information on periods of employment, training and further education must be stated with the start and end of the activity (chronologically and to the day). In the case of existing employment relationships, a current confirmation of the duration of employment is required.
- The relevant supporting documents must be enclosed with the application. Proof of professional activities must be provided in the form of suitable copies. Periods of employment can be proven in particular by employment contracts, employment references, social security certificates, business registrations (with a current confirmation of the existence of the business).
- Periods of training can be proven, for example, with proof of training, certificates or attestations of an acquired qualification, provided that the period is shown.
- Gaps in the employment history exceeding 28 days must also be stated and documented with appropriate evidence. For example, proof of unemployment (copy of the approval notice and, if applicable, the cancellation notice) or receipt of care allowance can be enclosed. In the case of longer journeys, a copy of the passport with the corresponding endorsements can be submitted, for example.

The background check in accordance with § 7 LuftSiG can only be finalised if the employment relationships, training and further education and any gaps in the last five years at least prior to the application have been listed and documented. If you refuse to submit documents via your employer for reasons of data protection, you are free to submit the supplementary documents for the ID card application in a sealed and appropriately labelled envelope.

If the ID card application is submitted incompletely, this leads to delays in processing time and increased costs.

Thank you for your co-operation.

If you have any further questions, please do not hesitate to contact us.

Address ID card service

TRIWO Hahn Airport GmbH
ID Card Service
Building 510 (Tower)
55483 Hahn Airport

Availability

Mrs Schuldis: ☎ +49 (6543) 50-9133
Mrs Marx: -9126
Mrs Brixius: -9321

Hotline to make an appointment

☎ +49 (6543) 50-9322

e-mail: Ausweisdienst@hahn-airport.de

This translation is for information purposes only. In case of deviations from the German version, the German version will apply.

Information sheet on the application for a background check in accordance with Section 7 of the Aviation Security Act (LuftSiG)

Dear Sir or Madam,

Due to Regulation (EU) No 2015/1998 which entered into force on 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security, Landesbetrieb Mobilität Rheinland-Pfalz, as the responsible Aviation Security Authority of the State of Rhineland-Palatinate, requires further proof of all applicants who are resident in the following countries as part of the background check

currently reside abroad or have lived abroad in the last ten years.

In the case of residence (longer than six months) in the last five years, a Certificate of Good Conduct from the foreign country of residence is required.

Such proof is a Police Clearance Certificate of Good Conduct from the country of residence or the former country of residence. For residences within the EU, no legalisation in the form of an Apostille or Hague Apostille is required.

In the case of residence in a non-EU country, legalisation in the form of an Apostille or - for corresponding countries - a 'Hague Apostille' is required.

The Hague Apostille Convention only applies to certain countries in relation to Germany:

<https://www.auswaertiges-amt.de/de/-/2570832>

For countries where this does not apply, legalisation must be requested. Further information on the subject of apostilles and legalisation can be found on the homepage of the Federal Foreign Office.

[Foreign public documents for use in Germany - Federal Foreign Office](#)

The Certificate of Good Conduct or the Certificate of No Criminal Record must be applied for via the embassies or consulates of the country of residence.

The respective documents must be attached to the application for a background check in the original with an officially certified translation into German.

The Certificate of Good Conduct or the Certificate of No Criminal Record must always be reapplied for in the event of future re-examinations if the applicant is permanently resident abroad.

If no Police Certificate of Good Conduct or Certificate of Clearance from the relevant country can be presented, the application for a background check cannot be processed.

As the person concerned, the applicant is obliged to co-operate in the review in accordance with Section 7 (3) sentence 2 LuftSiG.

If the applicant does not fulfil their obligation to cooperate, their reliability must be denied in accordance with Section 5 (1) sentence 2 of the Aviation Security Reliability Verification Ordinance (LuftSiZÜV).

If you have any questions, please contact the Aviation Security Authority as follows:

Landesbetrieb Mobilität Rheinland-Pfalz
Aviation Division
Building 890
55483 Hahn Airport

☎ +49 (6543) 8780-1667 (letter A-B)
8780-1665 (letter C-K)
8780-1668 (letter L-Q)
8780-1640 (letter R-Ss)
8780-1665 (letter St-Z)

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