

99080018058000

Carry out background checks in air traffic

Heruntergeladen am 30.06.2025

<https://fimportal.de/xzufi-services/6024001-99080018058000/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99080018058000
Leistungsbezeichnung I	Carry out background checks in air traffic
Leistungsbezeichnung II	Carry out background checks in air traffic
Typisierung	2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

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Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<p>Luftsicherheitsgesetz (LuftSiG):</p> <ul style="list-style-type: none"> • § 7 Zuverlässigkeitsüberprüfungen
Teaser	<p>If you work in or at the airport, in many cases you will need a background check beforehand. This is a prerequisite for obtaining access authorisation. As soon as the background check and access authorisation have been granted and you have completed the necessary training at the airport, you can receive an airport ID card that allows you to move around the airport in security areas without being accompanied.</p>
Volltext	<p>If you work in or at the airport, in many cases you will need a background check beforehand. This is a prerequisite for obtaining access authorisation. As soon as the background check and access authorisation have been granted and you have completed the necessary training at the airport, you can receive an airport ID card that allows you to move around the airport in security areas without being accompanied. The regulation applies to persons who are regularly entrusted with</p> <ul style="list-style-type: none"> • Security checks • check-in • transport • the inspection of air freight and • entering security areas in general <p>Security areas include</p> <ul style="list-style-type: none"> • Parts of an airport where screened passengers may be present shortly before departure • Parts of an airport where checked baggage is located or transported through • Areas of an airport where aeroplanes and other aircraft are parked

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- Areas for boarding and disembarking as well as loading and unloading

The regulation therefore also applies, for example, to

- Pilots
- Student pilots and trainee pilots
- Members of airport-based clubs
- Student interns and trainees
- Suppliers of goods and similar suppliers
- Traders and tradespeople and
- Employees of cleaning companies

The background check checks whether you pose a risk to the safety of civil aviation. The check includes

- Personal details,
- past periods of employment and training and a record of any gaps in the past five years,
- Your residences in the past ten years,
- A check of criminal records,
- Information from authorities.

The fact that you are being checked serves the safety of civil aviation. As a rule, you must apply for a background check yourself via your employer; your employer will cover the costs. Obligation to co-operate: You are obliged to co-operate in your check. In rare cases, this may also mean that you have to undergo a test for narcotics. As a rule, your reliability will be denied if

- You have been sentenced to a custodial sentence, juvenile sentence or fine of at least 60 daily rates for an intentional criminal offence or
- You have been sentenced twice or more frequently to a lesser fine and five years have not yet elapsed since the last conviction became final.
- You have been sentenced to at least one year's imprisonment for a crime or other intentional criminal offence and ten years have not yet elapsed since the last conviction became final.
- there are factual indications that you are pursuing or supporting endeavours in accordance with Section 3 (1) of the Federal Protection of the Constitution Act

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(BVerfSchG) or have pursued or supported such endeavours in the last ten years (for example, the Federal Office for the Protection of the Constitution has observed you in the last ten years and, for example, endeavours have been identified that are directed against the free democratic basic order, the existence or security of the federal government or a state).

You can waive a background check if you

- have already been checked in accordance with the Security Check Act. In this case, the background check can be waived upon application,
- only need occasional access to security areas at the airport and can therefore work with a day pass, for example (observe the regulations of the respective airport) or
- work exclusively in generally accessible areas of the airport (public areas).

Erforderliche Unterlagen

General:

- copy of identity card on both sides or
- copy of passport on both sides (presentation of a current registration certificate required)
- Places of residence for the last 10 years,
- Periods of employment in the last 5 years (exact date)

Special:

- For pilots and trainee pilots: confirmation from the flying school; for repeat examinations: Pilot's licence
- For self-employed persons: business registration
- If residence has been abroad for more than six months in the past five years: Certificate of no criminal record or European Certificate of Good Conduct

For renewal: notification of the previous background check.

For:

- Changes to your name or
- Changes to your current place of residence (provided

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this does not affect the same federal state)

you are obliged to report this to the responsible aviation security authority within one month. if you also require the reliability for your professional activity, please inform the aviation security authority within one month:

- Changes to your employer or
- Changes in the nature of your activity (aviation security sector)

to the aviation security authority.

Voraussetzungen

You belong to one of the following groups of people and require a background check to carry out your work:

- Private pilot
- Trainee pilot
- Employees in the aviation security sector

Kosten

The fee range is between 5 and 150 EUR.

Verfahrensablauf

A background check is requested for you by your employer in writing or online. Written application:

- You will receive a form from your employer for this purpose.
- You must complete the form and submit it to your employer together with all the requested supporting documents.
- Your employer will then check your documents and apply to the aviation security authority for a background check on your behalf.

The aviation security authority then reviews the application by checking all the information you have provided. For this purpose, the aviation security authority will obtain information from, among others

- Police
- Constitutional defence
- Law enforcement agencies
- Intelligence services

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- Civil registers
- Immigration authorities if you are not a German citizen.

if the aviation security authority has further questions during your check, the aviation security authority may ask you to comment on the questions. You are generally obliged to actively participate in the check. After the check, you and your employer will receive an official notification from the aviation security authority about the result of your background check. If the result is positive:

- your background check is valid for 5 years,
- but can be revoked during this time if the aviation security authority gains new information about you, for example, criminal proceedings that cast doubt on your reliability.

if the result is negative, you can lodge an appeal within one month.

Digital: For Baden-Württemberg, it has been possible to submit an application for a background check or background check and access authorisation online since February 2025:

- Create a free service account in the Baden-Württemberg service portal.
- Complete the online application and upload all the required documents.
- Send the completed document digitally to the relevant authority.
- For employees and private individuals: Print out the application PDF after completion, sign it and send it by post to the responsible authority.
- The remaining steps of the procedure correspond to the written procedure.

Bearbeitungsdauer

Processing takes between 3 days and 6 weeks. On average, the processing time should be one month. However, it may take longer in individual cases.

Frist

Before starting work or training at airports, you must submit your application for a check at least one month

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	in advance. You must apply for a repeat check at least 3 months before the expiry date of the background check. Persons who have undergone a background check are then deemed to remain reliable until the repeat check has been completed.
weiterführende Informationen	
Hinweise	The following information is available: The validity of the background check is 5 years. Information is also obtained from authorities and criminal records. Trainee pilots and private pilots can apply directly to the relevant aviation security authority for a background check.
Rechtsbehelf	<ul style="list-style-type: none"> • Action before the competent administrative court (pursuant to Section 15 of the VwGO Implementation Act)
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	