

99080017001000, 99080017001000

Apply for access authorization for security areas of the airport

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/119220503/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99080017001000, 99080017001000
Leistungsbezeichnung I	Apply for access authorization for security areas of the airport
Leistungsbezeichnung II	
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Luftverkehr (080)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	02.11.2021
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community
Handlungsgrundlage	https://www.gesetze-im-internet.de/luftsig/_10.html https://www.gesetze-im-internet.de/luftsig/_10.html
Teaser	<p>If you work in security areas at an airport, you need an access authorization (airport ID card). This requires a positive background check and various training courses.</p>
Volltext	<p>If you work in a security area at an airport, you need access authorization. You will usually receive an airport ID card as proof of this. The ID card allows you to move around the airport unaccompanied in the areas relevant to your work. The prerequisite for this is that you have successfully passed a background check in accordance with Section 7 of the Aviation Security Act and have completed aviation security training. You usually apply for access authorization and a background check via the airport operator at the aviation security authority. This is also where the decision is made to grant you access authorization.</p> <p>The regulation applies to persons who regularly have to enter the security area of an airport, e.g. with:</p> <ul style="list-style-type: none"> • security checks, • check-in, • transportation • the control of air freight <p>are entrusted with.</p> <p>The security area includes</p> <ul style="list-style-type: none"> • Parts of an airport where screened passengers may be present shortly before departure,

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- Parts of an airport where screened checked baggage is located or transported through, and
- areas of an airport where aircraft and other aircraft are parked - for boarding and disembarking as well as for loading and unloading.

The regulation therefore also applies:

- Pilots,
- student pilots and trainee pilots,
- Members of airport-based clubs,
- student interns and trainees,
- Suppliers of goods and similar suppliers,
- traders and business people and
- employees of cleaning companies.

Access authorization is valid for a maximum of 5 years. After that, it can be extended if the necessary requirements are met. In justified cases, your access authorization (ID card) can also be withdrawn, particularly if there are doubts about your reliability as defined by the Aviation Security Act.

You may not give your ID card to any other person. If you lose your ID card, you must report this immediately to the issuing office at the airport.

You do not require access authorization at an airport if you work outside the security areas, for example in the generally accessible entrance hall.

Contact the aviation security authorities of the respective countries. You can also obtain information on the application process from the ID card office at your airport.

<https://www.regierung-mv.de/Landesregierung/wm/Infrastruktur/Luftverkehr/Luftsicherheitsbeh%C3%B6rde/>
<https://www.regierung-mv.de/Landesregierung/wm/Infrastruktur/Luftverkehr/Luftsicherheitsbeh%C3%B6rde/>

Erforderliche Unterlagen

General:

- Copy of identity card on both sides or
- Copy of passport

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Please also refer to the relevant information sheets from your aviation security authority or ask there.

Special:

- If already available: Copy of the notification of the previous [background check](<https://serviceportal.hamburg.de/HamburgGateway/Service/Entry?id=ZUZUEP>) or an equivalent check.

Voraussetzungen

- a positive background check in accordance with Section 7 of the Aviation Security Act
- various training courses

Kosten

Verfahrensablauf

In order to obtain an access authorization, a positive background check in accordance with Section 7 of the Aviation Security Act is required:

- As a rule, you apply for your background check together with the access authorization. Unless you have already undergone an equivalent check.
- If you have not already received the documents, contact your employer, the ID office at the airport or download the form from the Internet (application for an airport ID card, application for a background check). You can find the forms on the airport websites.
- In most cases, both applications are linked in one form.
- Fill in the form pages and obtain confirmation from your employer. You can then submit the application to the airport operator yourself or have it submitted by your employer.
- The airport operator will check whether your application is operationally necessary.
- The airport operator forwards the application for the access authorization and, if necessary, the background check to the aviation security authority.
- The aviation security authority will inform you of the result with a notification. Your employer and the airport operator will also be informed of the result, but

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will not receive a detailed explanation.

- If the result is positive and the airport operator also sees no grounds for obstruction, it will issue you with an airport ID card, provided the other requirements are met.
- You must appear in person to collect your airport ID card from the airport operator.
- Please note that the airport ID card is valid for a limited period of time and only for certain areas in the security zone of the airport.
- Please note that the airport operator may revoke your access authorization at a later date if there are reasons for doing so, for example, if your background check has been completed.
- If the result of the background check is negative, you cannot obtain access authorization and therefore no airport ID card. However, you can lodge an objection.

Bearbeitungsdauer

3 days to 12 weeks - depending on the individual case and in connection with a background check, depending on the level of knowledge about the individual persons

Frist

- Application for an access authorization (airport ID card) at least one month before starting work in connection with a background check, but in some cases a longer or shorter period is possible depending on the airport
- Period of validity: maximum 5 years, also depends on the period of employment

weiterführende Informationen

<https://www.bmi.bund.de/SharedDocs/gesetzgebungsv erfahren/DE/gesetz-zur-verbesserung-der-rahmenbedi ngungen-luftsicherheitsrechtlicher-zuverlaessigkeitsue berprfuefungen.html>
<https://www.bmi.bund.de/SharedDocs/gesetzgebungsv erfahren/DE/gesetz-zur-verbesserung-der-rahmenbedi ngungen-luftsicherheitsrechtlicher-zuverlaessigkeitsue berprfuefungen.html>

Hinweise
Rechtsbehelf

Objection, if necessary, depending on the federal state, immediate action before the administrative court

Kurztext

- For employees in generally inaccessible areas at airports:
 - o Screeners

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- o Employees in the check-in area
- o Airport staff
- o Tradespeople
- o Pilots and pilots
- o Student pilots and trainee pilots
- o Suppliers of goods
- o Cleaning staff
 - A background check is a prerequisite for access authorization
- o Both are usually applied for at the same time
 - necessary for security reasons
 - Once the authorization has been issued, training courses are completed with the airport operator in order to obtain the airport ID card.
 - The airport ID card is worn visibly in the security area.
 - Application to airport operator or aviation security authority of the respective federal state
 - Confirmation from the employer required
 - Application to the aviation security authority or airport operator before starting work
 - Validity: maximum 5 years
 - Fees: None (only for background check)
 - Responsible: Aviation security authorities of the federal states

Ansprechpunkt

Airport operators and aviation security authorities of the federal states

Zuständige Stelle

Airport operators and aviation security authorities of the federal states

Formulare

Ursprungsportal

Apply for access authorization for security areas of the airport, Zugangsberechtigung für Sicherheitsbereiche des Flughafens beantragen