99080017001000

Permission to access areas that are not generally accessible Granted

Modul	Sachverhalt
Leistungsschlüssel	99080017001000
Leistungsbezeichnung I	Permission to access areas that are not generally accessible Granted
Leistungsbezeichnung II	Apply for access authorization for security areas of the airport
Typisierung	2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">air traffic</div>, <div lang="en-x-mtfrom-de">Security check</div>, <div lang="en-x-mtfrom-de">Airport security</div>, <div lang="en-x-mtfrom-de">Aviation security</div>, <div lang="en-x-mtfrom-de">security area</div>, <div lang="en-x-mtfrom-de">background check</div>, <div lang="en-x-mtfrom-de">ZUP</div>, <div lang="en-x-mtfrom-de">security guards</div>, <div lang="en-x-mtfrom-de">Access authorization at the airport</div>, <div

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	lang="en-x-mtfrom-de">Access</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.07.2022
Fachlich freigegen durch	
Handlungsgrundlage	§ 10 Aviation Security Act (LuftSiG) https://www.gesetze-im-internet.de/luftsig/__10.html Commission Implementing Regulation (EU) 2015/1998 of November 5, 2015 laying down detailed measures for the implementation of the common basic standards for aviation security (DVO (EU) 2015/1998) https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32015R1998
Teaser	If you want to work in security areas at an airport, you need access authorization (for example an airport ID card). The prerequisite for this is a positive background check and various training courses.
Volltext	If you want to work in a security area at an airport, you need access authorization. As proof of this, you will usually receive an airport ID card. The pass allows you to move unaccompanied in the work areas relevant to you at the airport. You must not give your ID to anyone else. If you lose your ID or it is stolen, you must report this to the airport issuing office immediately. You do not need access authorization at an airport if you work outside the security areas, for example in the public entrance hall. You usually apply for access authorization via the airport operator at the aviation security authority. The regulation affects people who regularly have to enter

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	the security area of an airport, for example: • security checks • the clearance • the transport • the control of air cargo. The security area includes: • Parts of an airport where screened passengers may be present shortly before departure • Portions of an airport where checked hold baggage is located or transiting. • Areas of an airport where airplanes and other aircraft are parked • for boarding and alighting as well as for loading and unloading The regulation therefore also applies to: • pilots, • flight students, • members of airport-based clubs, • student interns, • Goods suppliers and comparable providers, • traders and traders as well • employees of cleaning companies.
Erforderliche Unterlagen	Generally: • double-sided copy of the identity card or • Copy of the passport • training certificates • Notification of the passed background check (if already available) • Please also note the respective information sheets from your aviation security authority or ask there. If already available: copy of the notification of the previous background check or an equivalent check
Voraussetzungen	• You need a positive background check. • You must have completed various training courses.
Kosten	There are no costs.

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	Any fees that may be due will be settled by the airport ID card office.
Verfahrensablauf	In order for you to be able to obtain access authorization, a positive background check is required: • As a rule, you apply for your background check together with the access authorization. Unless you've already gone through an equivalent review. **If you apply for access authorization in writing:** • ** ** You can obtain the form from your employer, the ID office at the airport or you can download the form from the Internet (application for an airport ID card, application for a background check). • In most cases, both applications are linked in one form. • Fill out the form and get confirmation from your employer. You can then submit the application to the airport operator yourself or have your employer submit it. • The airport operator will check whether your application is operationally necessary. • The airport operator forwards the application for access authorization and, if necessary, a background check to the aviation security authority. • The aviation security authority will inform you of the result with a notice. Your employer and the airport operator will also be informed of the result, but will not receive a detailed justification. • If the result is positive and the airport operator also sees no obstacles, they will issue you with an airport ID card, provided that the other requirements are met. • When picking up the airport ID card from the airport operator, you must appear in person. • Please note that the airport ID card is temporary and only valid for certain areas in the security area of the airport. • Please note that the airport operator can withdraw your access authorization later if there are reasons for doing so, which relate to your background check, for example. If the result of the background check is negative, you

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	cannot obtain access authorization and therefore no airport ID card. However, you can object. **Digital:** Hamburg, Bremen, Schleswig-Holstein and Mecklenburg-Western Pomerania have been able to submit an application for a background check and access authorization online since 2022: • Create a free service account in the Hamburg service portal. • Complete the online application and upload all required supporting documents. • Send the completed document digitally to the competent authority. • For employees: After completing the application PDF, print it out, sign it and send it by post to the responsible authority. • The responsible aviation security authority digitally forwards the data relevant to the airport to the airport and obtains confirmation that your application is operationally necessary. • The remaining procedural steps correspond to the written procedure.
Bearbeitungsdauer	3 days to 6 weeks Comment for further information on the processing time: The processing time depends on the individual case and in connection with a background check depending on the level of knowledge about the individual person.
Frist	1 month before starting work in connection with a background check, but sometimes a longer or shorter period is possible depending on the airport
weiterführende Informationen	https://www.hamburg.de/bwi/luftsicherheit/ https://www.hamburg.de/bwi/luftsicherheit/ https://www.ausweisstelle.de/ausweisantrag-flughafen ausweis/ https://www.ausweisstelle.de/ausweisantrag-flughafen ausweis/
Hinweise	Forms available: Yes Written form required: Yes Informal application possible: No Personal appearance required: No Online services available: Yes

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	There are the following hints: Access authorization is valid for a maximum of 5 years. It can then be extended if the necessary requirements are met. In justified cases, your access authorization (ID card) can also be withdrawn, especially if there are doubts about your reliability within the meaning of the Aviation Security Act.
Rechtsbehelf	Objection, if necessary, depending on the federal state, immediate action before the administrative court.

Kurztext	• employed, like
	  • controlling
	  • employees in processing
	  • airport staff
	  • tradesmen
	  • pilots
	  • flight students
	  • goods suppliers
	  • cleaners
	
	require access authorization for areas at airports that are not generally accessible.
	
	  • A background check is a prerequisite for access authorization.
	  • Access authorization and background check are therefore usually applied for at the same time.
	  • Application to the aviation security authority or the airport operator before starting work
	  • Validity: maximum 5 years

Ansprechpunkt	
Zuständige Stelle	Authority for Economy and Innovation
Formulare	
Ursprungsportal	Behördenfinder Hamburg, Authority finder Hamburg (Currently this link is only available in german)