

99080018058000, 99080018058000

Apply for a background check in air traffic

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/386151762/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99080018058000, 99080018058000
Leistungsbezeichnung I	Apply for a background check in air traffic
Leistungsbezeichnung II	
Typisierung	2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Luftverkehr (080)
Verrichtungskennung	Durchführung (058)
SDG-Informationsbereich	
Lagen Portalverbund	Personal finden (2030100), Personal einstellen (2030200), Berufszulassungen und Berechtigungen (1040500)

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Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	27.05.2025
Fachlich freigegeben durch	Hessian Ministry of the Interior, for Security and Homeland Security
Handlungsgrundlage	https://www.gesetze-im-internet.de/luftsig/_7.html https://www.gesetze-im-internet.de/luftsiz_v/BJNR094700007.html https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A02015R1998-20230101&qid=1675788619523 https://www.gesetze-im-internet.de/luftsig/_7.html https://www.gesetze-im-internet.de/luftsiz_v/BJNR094700007.html https://www.gesetze-im-internet.de/luftsigebv/BJNR094400007.html https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A02015R1998-20230101&qid=1675788619523
Teaser	If you want to work at an airport in Hessen, you need a background check in order to obtain access authorization.
Volltext	<p>If you work in or at the airport, in many cases you will need a background check before starting work. This is a prerequisite for obtaining an access authorization. As soon as the background check and access authorization have been granted and you have completed the required training at the airport, you can receive an airport ID card, which allows you to move around the airport in security areas unaccompanied.</p> <p>The regulation applies to persons who are regularly entrusted with</p> <ul style="list-style-type: none"> • Security checks, • check-in, • transportation, • the inspection of air freight and • entering general security areas.

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Security areas include

- Parts of an airport where screened passengers may be present shortly before departure,
- 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.

The purpose of the background check is to establish that you do not pose a risk to air traffic safety.

The check includes

- Personal details,
- past employment and training periods and a review of any gaps in the past five years,
- your places of residence over the past ten years,
- a check of criminal records and
- information from authorities.

Checking the safety of civil air traffic.

You must apply for a background check yourself via your employer and the airport operator. Your employer will bear the costs.

Obligation to cooperate: You are obliged to cooperate

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in your check. This may also mean - if necessary in individual cases - that you have to undergo a test for narcotics, for example.

As a rule, your reliability will be denied if

- you have been sentenced to imprisonment, a juvenile sentence or a fine of at least 60 daily rates for an intentional criminal offense or
- you have been sentenced twice or more to a lesser fine and the last sentence was less than five years ago,
- you have been sentenced to at least one year's imprisonment for a crime or other intentional criminal offense and the last conviction was less than ten years ago,
- the Federal Office for the Protection of the Constitution has monitored you in the past ten years.

Nevertheless, each individual case is subject to an individual assessment.

The background check may be waived if

- an extended security check has been carried out for you in accordance with Section 9 or Section 10 of the Security Check Act or
- you only require one-time access to security areas at the airport and can therefore work with a day pass, for example, or
- you work exclusively in generally accessible areas of the airport.

Erforderliche Unterlagen

General:

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

Please refer to the relevant information sheets of the aviation security authority responsible for you.

Special:

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- for pilots and trainee pilots:
 - Confirmation from the flight school; for recurrent checks: Pilot's license
 - if your place of 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
 - Proof of employment for the last 5 years (does not apply to pilots)

Voraussetzungen

The following persons may submit an application for a background check:

1. Persons who are to be granted more than occasional access to non-public areas of the airfield premises of a commercial airport in order to carry out a professional activity,
2. Personnel of aerodrome and aviation companies, air traffic control companies, freight, postal and cleaning companies as well as goods suppliers and comparable supply companies whose activities have a direct influence on the safety of air traffic,
3. Persons who are deployed as temporary employees,
4. Pilots and flight students,
5. members of airfield-based clubs, student interns.

A check is possible after recruitment by the company working in the security sector or as an applicant for a job. A preliminary check to improve their chances on the job market is not possible, as the legislator has defined the group of persons conclusively.

The application must always be submitted via the employer (exception: private pilots and flight students).

Kosten

Gebühr: 88€
 Private pilots and flight students bear the costs themselves.
<https://www.gesetze-im-internet.de/luftsigebv/BJNR094400007.html>

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Verfahrensablauf

If you also require access authorization, apply for the background check via the airport operator. If you need the background check without access authorization, contact the aviation security authority directly.

- Complete and sign the application for the background check.
- You can obtain the form either from the airport operator's ID office, directly from your employer or on the website of the Frankfurt am Main Police Headquarters, Aviation Security Authority.
- Your employer confirms the application by signing it.
- Enclose the required documents with your application.
- Submit the application via your employer to the airport ID office if you require access authorization.
- If you only require a background check, submit the application directly to the aviation security authority via your employer.
- The airport operator will check whether your application is operationally necessary.
- The airport operator forwards the application to the aviation security authority.
- The aviation security authority checks your application and thus your reliability. It can do this:
 - Check your identity,
 - Obtain information from the police and constitutional protection authorities of the federal states,
 - obtain information from the Federal Central Criminal Register
 - and obtain information
 - from the Federal Criminal Police Office,
 - law enforcement authorities,
 - 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,
 - airfield operators and aviation companies,
 - the current employer and the employers of the past five years.

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- For applicants who are not EU citizens, the authority can obtain information from the Central Register of Foreigners and - if necessary - make inquiries to the relevant immigration authorities
- You are obliged to actively participate in your check.
- If doubts arise about your reliability during the check, you can comment on the information obtained.
- You will then be informed in advance that your statements must be truthful or that you can refuse to provide information.
- After the check, you will receive a notification from the aviation security authority.
- At the same time, your employer will be informed of the decision.
- If you have also applied for an access authorization, the airport operator will also receive information.
- The decision may be positive or negative.
- Your employer and the airport operator will only be informed of the result of the check, but not of the information previously obtained about you.
- If your application is rejected, you have the option of lodging an appeal
- Once the decision has been made, a fee notice will be issued.
- Your employer will bear the costs of the background check unless you have applied as a private pilot or trainee pilot.
- An established background check can be revoked during its validity (5 years) if an authority gains new information about you and passes this on to the aviation security authority, e.g. in the event of criminal proceedings.

Bearbeitungsdauer

Processing can take up to 4 weeks, in some cases even longer.

Frist

- Before starting work at airports: Make sure that you submit your application for verification at least three months before you start work or training.
- Validity: 5 years
- Renewal application: Submit your renewal application at least 3 months before the expiry date.
- Change of personal details: If your name, employer or type of work changes or you move after the background check, you must notify the aviation security authority within one month.

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weiterführende Informationen	
Hinweise	<p>https://www.polizei.hessen.de/icc/internetzentral/nav/5dc/broker.jsp?uCon=282602a5-2fb8-5c41-6734-bcd70ef798e7&uTem=bff71055-bb1d-50f1-2860-72700266cb59&uMen=5dc70ee1-825a-f6f8-6373-a91bbcb63046</p> <p>https://www.polizei.hessen.de/icc/internetzentral/nav/5dc/broker.jsp?uCon=282602a5-2fb8-5c41-6734-bcd70ef798e7&uTem=bff71055-bb1d-50f1-2860-72700266cb59&uMen=5dc70ee1-825a-f6f8-6373-a91bbcb63046</p>
Rechtsbehelf	<p>Appeal.</p> <p>Objections to the notices may be lodged with the Frankfurt am Main Police Headquarters in writing or for the record within one month of service. It is advisable to give reasons for the objection and to submit a specific application.</p>
Kurztext	<ul style="list-style-type: none"> • Background checks in air traffic Implementation <ul style="list-style-type: none"> • for employees in areas at airports that are not generally accessible <ul style="list-style-type: none"> • Screening • Employees in the check-in area • Airport staff • Tradespeople • Cleaning staff • Employees • for employees in the secure supply chain (air freight) • for private pilots • for student pilots • for authorized persons • Background checks are necessary for safety reasons. <ul style="list-style-type: none"> • They are a prerequisite for access to safety areas. • Applications must be submitted at least one month before the planned activity, the start of training as a controller or the start of training as an airline pilot <ul style="list-style-type: none"> • Responsible for Hesse: Frankfurt am Main Police Headquarters - Aviation Security Authority
Ansprechpunkt	<p>You must apply for a background check yourself via your employer and the airport operator.</p>

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Zuständige Stelle	Hessian Ministry of the Interior, for Security and Homeland Security - State Police Headquarters Frankfurt am Main Police Headquarters - Aviation Security Authority
Formulare	Forms available: Yes Written form required: Yes Informal application possible: No Personal appearance necessary: No
Ursprungsportal	Zuverlässigkeitsüberprüfung im Luftverkehr beantragen, Apply for a background check in air traffic