

99080018058000

Carrying out reliability checks in aviation

Heruntergeladen am 07.06.2025

<https://fimportal.de/xzufi-services/S1000020010000002906/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99080018058000
Leistungsbezeichnung I	Carrying out reliability checks in aviation
Leistungsbezeichnung II	Conduct aviation background checks
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">Aviation security</div> , <div lang="en-x-mtfrom-de">Aviation Security Authority</div> , <div lang="en-x-mtfrom-de">airport ID card</div> , <div lang="en-x-mtfrom-de">student pilot</div> , <div lang="en-x-mtfrom-de">Aviation Security Act</div> , <div lang="en-x-mtfrom-de">pilot</div> , <div lang="en-x-mtfrom-de">security area</div> , <div lang="en-x-mtfrom-de">access authorization</div> , <div lang="en-x-mtfrom-de">background check</div> , <div lang="en-x-mtfrom-de">ZUP</div>

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Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	14.06.2022
Fachlich freigegen durch	
Handlungsgrundlage	§ 7 Aviation Security Act (LuftSiG) https://www.gesetze-im-internet.de/luftsig/_7.html
Teaser	If you want to work in or at the airport, in many cases you will first have to undergo a background check by the relevant authority. This check is a basic requirement for obtaining access authorization.
Volltext	<p>Once your background check and access clearance have been approved and you have completed the required airport training, you can obtain an airport pass that allows you to move around the airport in secure areas without an escort.</p> <p>The regulation applies to persons who are regularly entrusted with:</p> <ul style="list-style-type: none"> • security checks • the clearance • the transport • the control of air cargo and • generally enter security areas <p>Security areas include:</p> <ul style="list-style-type: none"> • Parts of an airport where screened passengers can stay shortly before their departure • Parts of an airport where checked checked baggage is located or is being transported through • Areas of an airport where airplanes and other

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aircraft are parked

- for getting in and out as well as for loading and unloading

The regulation therefore also affects, for example:

- pilots
- student pilots
- members of airport-based associations
- student interns
- goods suppliers and comparable suppliers
- Traders and traders as well as
- employees of cleaning companies

The background check will determine whether you pose a threat to the safety of civil aviation. The check includes:

- information about you,
- previous periods of employment and training and a recording of any gaps that have occurred over the past five years,
- Your place of residence over the past ten years,
- checking criminal records,
- information from authorities.

The fact that you are checked serves the safety of civil aviation.

You usually have to apply for a background check yourself through your employer; your employer will cover the costs.

Duty to cooperate:

You are obliged to cooperate with your screening. In rare cases, this may also mean that you have to undergo a drug test.

You will usually be denied reliability if

- You have been sentenced to a term of imprisonment, youth imprisonment or a fine of at least 60 daily rates for an intentional offence or
- You have been sentenced to a lesser fine twice or more and the last sentence was less than five years ago

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- You have been sentenced to a term of imprisonment of at least one year 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 been monitoring you over the past ten years and, for example, has identified activities that are directed against the free democratic basic order, the existence or security of the Federation or a state.

You can forgo a background check if you

- have already been checked under the Security Clearance Act. In this case, the background check can be waived upon request,
- only occasionally need access to security areas at the airport and can therefore work with a day pass (observe the regulations of the respective airport) or
- work exclusively in publicly accessible areas of the airport (public area).

Erforderliche Unterlagen

General:

- double-sided copy of the identity card or
- two-sided copy of the passport
- places of residence in the last 10 years,
- Employment times of the last 5 years (exactly to the day)

Special:

- For pilots and flight students: confirmation from the flight school; for repeat examinations: pilot license
- For the self-employed: business registration
- If residence was abroad for more than six months in the past five years: certificate of impunity or European certificate of good conduct

In the case of an extension: notification of the previous background check.

At:

- Changes in your name or

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	<ul style="list-style-type: none"> • Changes to your current place of residence (unless this affects the same state) <p>you are obliged to report this to the responsible aviation security authority within one month. If you also need reliability for your professional activity, please share:</p> <ul style="list-style-type: none"> • Changes in your employer or • Changes in the nature of your work (aviation security area) <p>with the aviation security authority.</p>
Voraussetzungen	<p>You belong to one of the following groups of people and need a background check to carry out your work:</p> <ul style="list-style-type: none"> • Private pilot • Flight student • employees in the aviation security sector.
Kosten	60 EUR
Verfahrensablauf	<p>Your employer will request a background check for you in writing or online. **Written request:**</p> <ul style="list-style-type: none"> • You will receive a form for this purpose from your employer. • You must complete the form and submit it to your employer along with all requested supporting documents. • Your employer will then check your documents and apply for a background check on your behalf from the aviation security authority. <p>The aviation security authority will then examine the application by checking all the information you have provided. For this purpose, the aviation security authority will obtain information from, among others:</p> <ul style="list-style-type: none"> • police • Federal Office for the Protection of the Constitution • Law enforcement agencies • Intelligence services • Population registers

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- Immigration authorities if you do not have German citizenship.

If the Aviation Security Authority has further questions during your inspection, the Aviation Security Authority may ask you to respond to the questions. You are generally obliged to actively cooperate with the inspection.

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 period if the aviation security authority gains new information about you, for example about criminal proceedings that raise doubts about your reliability.

If the result is negative, you can file an appeal with the aviation security authority within 4 weeks.

****Digital:**** For Hamburg, Bremen, Schleswig-Holstein and Mecklenburg-Western Pomerania, it has been possible since 2022 to submit an application for a background check or background check and access authorization online.

- Create a free service account in the Hamburg service portal.
- Complete the online application and upload all required documents.
- Send the completed document digitally to the responsible authority.
- For employees and private individuals: Print out the application PDF after completion, sign it and send it by post to the responsible authority.
- For private individuals: Pay directly after application via Giropay or PayPal
- The remaining procedural steps correspond to the written procedure.

Bearbeitungsdauer

Usually around 4 weeks. If there are any queries or documents are missing, it may take longer.

Frist

Before starting work or training at airports, you must

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	submit your application for verification at least one month. You must apply for the repeat check no later than 3 months before the validity of the background check expires. The checked person is then generally considered to be reliable until the repeat check is completed
weiterführende Informationen	https://www.hamburg.de/bwi/luftsicherheit/ https://www.hamburg.de/bwi/luftsicherheit/ https://www.hamburg.de/14762952/ https://www.hamburg.de/contentblob/14762952/fafaf3c6d23c51e1032a4673248ea1ea/data/antragsformular-f-lughafen-fracht-zuep.pdf
Hinweise	<p>Forms available: Yes Written form required: Yes Informal application possible: No Personal appearance required: No Online services available: Yes</p> <p>There are the following notes: The validity of the background check is 5 years. Information is also obtained from authorities and criminal records. Student pilots and private pilots can apply directly to the responsible aviation security authority to apply for a background check.</p>
Rechtsbehelf	Objection or, in some federal states, legal action before the competent administrative court
Kurztext	<ul style="list-style-type: none"> • Background check: required for all persons who professionally need access to areas at airports that are not generally accessible, such as: <ul style="list-style-type: none"> • pilots • flight students • Employees in the areas of handling, air freight or security checks. • Among other things, the following are checked: <ul style="list-style-type: none"> • identity • Current and previous residential addresses • Current and previous employment. • Validity: 5 years • The employer bears the costs of the examination.
Ansprechpunkt	

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