

99080017001000

Permission to access areas that are not generally accessible Granted

Heruntergeladen am 08.06.2025

<https://fimportal.de/xzufi-services/S1000020010000012068/S100002>

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></div>

Modul	Sachverhalt
	lang="en-x-mtfrom-de">Access</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.07.2022
Fachlich freigegeben durch	
Handlungsgrundlage	<p>§ 10 Aviation Security Act (LuftSiG) https://www.gesetze-im-internet.de/luftsig/_10.html</p> <p>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</p>
Teaser	If you want to work in secure areas of an airport, you will need access authorization. This includes, for example, an airport ID card and a positive background check. In addition, various training courses are required.
Volltext	<p>If you want to work in a secure area of an airport, you need access authorization, which is usually issued as an airport pass. This allows you to move around the areas relevant to your work unaccompanied. The pass may not be given to other people. If it is lost or stolen, you must report this immediately to the issuing office. No access authorization is required if you work outside the security areas, for example in the entrance hall. You usually apply for access authorization via the airport operator at the relevant authority. It applies to people who regularly have to enter security areas, such as:</p>

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- security check personnel,
- handling employees,
- transport personnel or
- air cargo screening personnel.

The security areas include:

- waiting areas for screened passengers,
- Areas for checked baggage and
- Zones for aircraft boarding and disembarking or loading and unloading.

The regulation affects, among others, pilots, flight students, suppliers, dealers and cleaning companies. Please contact the responsible authority to apply.

Erforderliche Unterlagen

- Double-sided copy of identity card or copy of passport
- Evidence of completed training courses
- Notice of a previously passed background check (if applicable)
- If available: Copy of the decision of a previous background check or an equivalent check

Please refer to the relevant information sheets from your responsible authority or inquire directly with the aviation security authority which documents are required in each individual case.

Voraussetzungen

You will need to have a positive background check and have successfully completed the required training.

Kosten

Gebühr: Es fallen keine Kosten an

Verfahrensablauf

A positive background check is required to obtain access authorization. You typically apply for both at the same time unless you have already completed a valid background check.

Written procedure:

1. Obtaining forms **: You can obtain the application form for the airport ID card and background check from your employer, the airport ID office or online.
2. Fill out the application: Complete the form

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completely and have it confirmed by your employer.

3. Submitting the application: Submit the application to the airport operator yourself or through your employer.

4. Examination: The airport operator checks whether your application is operationally necessary and forwards it to the responsible aviation security authority.

5. Notice: The aviation security authority will inform you of the result of the background check. Your employer and the airport operator will also be informed, but without a detailed explanation.

6. Issuance: If the result is positive and there are no obstacles from the airport operator, you will be issued with an airport ID card, provided that all requirements are met.

7. Collection: The airport ID card must be collected personally from the airport operator.

Please note:

- The airport ID card is time-limited and only valid for certain security areas.
- The airport operator may withdraw access authorisation if reasons arise later, for example if the reliability check is negative.
- If the decision is negative, you will not be able to obtain an airport ID card, but you have the opportunity to appeal.

Digital process:

For the federal states of Hamburg, Bremen, Schleswig-Holstein and Mecklenburg-Western Pomerania, an online application has been possible since 2022:

1. Create a free service account in the Hamburg service portal.
2. Fill out the online application and upload all supporting documents.
3. Send the application digitally to the responsible aviation security authority.
4. For employees: After completing the application form, print it out, sign it and send it by post to the authority.

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	<p>The aviation security authority transmits the relevant data digitally to the airport and obtains confirmation that your application is necessary for operational purposes.</p> <p>The further steps in the digital procedure correspond to the written procedure.</p>
Bearbeitungsdauer	The processing time is usually 3 days to 6 weeks.
Frist	Submit the application for the background check at least 1 month before you start work. However, depending on the airport, longer or shorter deadlines may apply. Please check with the relevant department.
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	<ul style="list-style-type: none"> • There are corresponding forms for the application. • The application must be made in writing. • An informal application is not possible. • In principle, personal appearance is not required, except when collecting the airport ID card. • Online services are available. • The access authorization is limited to a maximum of 5 years. An extension is possible if all requirements are met. • Access authorization may be withdrawn, particularly if doubts arise 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	<ul style="list-style-type: none"> • employed, like <ul style="list-style-type: none"> • controlling • employees in processing • airport staff • tradesmen • pilots • flight students • goods suppliers • cleaners

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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

Hamburg Service, Hamburg Service (Currently this link is only available in german)