

99080018058000, 99080018058000

# Carry out background checks in air traffic

Heruntergeladen am 25.06.2025

<https://fimportal.de/xzufi-services/219527426/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99080018058000, 99080018058000
Leistungsbezeichnung I	Carry out background checks in air traffic
Leistungsbezeichnung II	Carry out background checks in air traffic
Typisierung	2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Thüringen
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	Berufszulassungen und Berechtigungen (1040500), Personal finden (2030100), Personal einstellen (2030200)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	26.03.2024
Fachlich freigegeben durch	Thuringian State Administration Office
Handlungsgrundlage	§ Section 7 Aviation Security Act (LuftSiG)  <a href="https://www.gesetze-im-internet.de/luftsig/_7.html">https://www.gesetze-im-internet.de/luftsig/_7.html</a>
Teaser	If you want to work in or at the airport, in many cases you will need a background check beforehand. This is a prerequisite for obtaining access authorization.
Volltext	<p>If you work in or at the airport, in many cases you will need a background check beforehand. This is a prerequisite for obtaining 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 that allows you to move around the airport in security areas unaccompanied. The regulation applies to persons who are regularly entrusted with</p> <ul style="list-style-type: none"> <li>• security checks</li> <li>• check-in</li> <li>• transportation</li> <li>• the inspection of air freight and</li> <li>• entering security areas in general</li> </ul> <p>Security areas include</p> <ul style="list-style-type: none"> <li>• Parts of an airport where screened passengers may be present shortly before departure</li> <li>• Parts of an airport where checked baggage is located or transported through</li> <li>• Areas of an airport where airplanes and other aircraft are parked</li> <li>• for boarding and disembarking as well as loading and unloading</li> </ul> <p>The regulation therefore also applies, for example, to</p>

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- Pilots
- Student pilots and trainee pilots
- Members of airport-based clubs
- Student interns and trainees
- Suppliers of goods and similar suppliers
- Traders and tradespeople and
- Employees of cleaning companies

The background check checks whether you pose a risk to the safety of civil aviation. The check includes

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

The fact that you are being checked serves the safety of civil aviation. As a rule, you must apply for a background check yourself via your employer; your employer will bear the costs. Duty to cooperate: You are obliged to cooperate in your check. In rare cases, this may also mean that you have to undergo a test for narcotics. As a rule, your reliability will be denied if

- you have been sentenced to a prison sentence, youth sentence or fine of at least 60 daily rates for an intentional criminal offense or
- you have been sentenced twice or more often 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
- you have been observed by the Federal Office for the Protection of the Constitution in the past ten years and, for example, efforts have been identified that are directed against the free democratic basic order, the existence or security of the federal government or a state.

You can waive a background check if you

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- have already been checked in accordance with the Security Check Act. In this case, the background check can be waived upon application,
- only need occasional access to security areas at the airport and can therefore work with a day pass, for example (observe the regulations of the respective airport) or
- work exclusively in generally accessible areas of the airport (public areas).

## Erforderliche Unterlagen

### General:

- copy of identity card on both sides or
- Copy of passport on both sides
- Places of residence for the last 10 years,
- Periods of employment in the last 5 years (exact date)

### Special:

- For pilots and trainee pilots: confirmation from the flight school; for repeat examinations: Pilot's license
- For self-employed persons: business registration
- If residence has been abroad for more than six months in the past five years: Criminal record certificate or European certificate of good conduct

For renewal: notification of the previous background check.

### In case of:

- Changes to your name or
- changes to your current place of residence (provided this does not affect the same federal state)

you are obliged to report this to the responsible aviation security authority within one month. If you also need the reliability for your professional activity, please inform the aviation security authority:

- Changes to your employer or
- changes in the nature of your activity (aviation security sector)

to the aviation security authority.

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Voraussetzungen	<p>You belong to one of the following groups of people and require a background check to carry out your work:</p> <ul style="list-style-type: none"> <li>• Private pilot</li> <li>• Student pilots</li> <li>• Employees in the aviation security sector.</li> </ul>
Kosten	The fee ranges between 5 and 150 euros.
Verfahrensablauf	<p>A background check is requested for you by your employer in writing or online. Written application:</p> <ul style="list-style-type: none"> <li>• You will receive a form from your employer for this purpose.</li> <li>• You must complete the form and submit it to your employer together with all the requested documents.</li> <li>• Your employer will then check your documents and apply to the aviation security authority for a background check on your behalf.</li> </ul> <p>The aviation security authority will then review 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"> <li>• Police</li> <li>• Office for the Protection of the Constitution</li> <li>• law enforcement authorities</li> <li>• intelligence services</li> <li>• civil registers</li> <li>• immigration authorities if you are not a German citizen.</li> </ul> <p>If the aviation security authority has further questions during your check, the aviation security authority may ask you to comment on the questions. You are generally obliged to actively participate in the check. 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:</p> <ul style="list-style-type: none"> <li>• your background check is valid for 5 years,</li> <li>• but can be revoked during this time if the aviation</li> </ul>

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security authority gains new information about you, for example if criminal proceedings give rise to doubts about your reliability.

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

Digital: For Hamburg, Bremen, Schleswig-Holstein and Mecklenburg-Western Pomerania, it has been possible to submit an application for a background check or 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 the required documents.
- Send the completed document digitally to the relevant 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 submitting the application by credit card, Visa card or SEPA direct debit.
- The remaining steps are the same as the written procedure.

## Bearbeitungsdauer

Processing takes between 3 days and 6 weeks. On average, the processing time should be one month. However, it may take longer in individual cases.

## Frist

Before starting work or training at airports, you must submit your application for a check at least one month in advance. You must apply for a repeat check at least 3 months before the expiry of the period of validity of the background check. Persons who have undergone a background check are then deemed to remain reliable until the repeat check has been completed.

## weiterführende Informationen

## Hinweise

The following information is available: The validity of the background check is 5 years. Information is also obtained from authorities and criminal records.

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	Student pilots and private pilots can apply directly to the relevant aviation security authority for a background check.
Rechtsbehelf	Appeal or, in some federal states, legal action before the competent administrative court
Kurztext	<ul style="list-style-type: none"> <li>• Background checks in air traffic Implementation</li> <li>• Background check: required for all persons who require professional access to areas at airports that are not generally accessible, such as - Pilots - student pilots - Employees in the areas of handling, air freight or security checks.</li> <li>• The checks include - Identity - Current and previous residential addresses - Current and previous employment relationships.</li> <li>• Validity: 5 years</li> <li>• The costs of the check are borne by the employer.</li> <li>• Responsible: Aviation security authorities of the federal states</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Forms available: Yes</li> <li>• Written form required: Yes</li> <li>• Informal application possible: No</li> <li>• Personal appearance necessary: No</li> </ul>
Ursprungsportal	Zuverlässigkeitsüberprüfung im Luftverkehr durchführen, Carry out background checks in air traffic