

Application for background check by the aviation authority according to § 7 Aviation Security Act - subject to fees/charges -.

The application must be submitted in its entirety in the original. All 4 pages must be signed. A clearly legible copy of the valid identification document (all pages in color) and the evidence of employment, education and training as well as employment gaps of more than 28 days during the last 5 years must be attached to the application.

To be completed in full and typed by the applicant/employer.

Request type <input type="checkbox"/> initial application <input type="checkbox"/> repeat		Contact applicant (for queries and sending of the result notification) phone no. (daytime) _____ e-mail address _____		to be filled in by the identification office application received _____ FDG application number _____ outgoing date _____ <input type="checkbox"/> cancellation date _____ abbreviation _____
Name all surnames (family name) _____ first name (and other first names) _____ birth name _____ former names _____				
Birth data DOB (DD.MM.YYYY) _____ ZIP CODE _____ location _____ country (for FRG add federal state) _____				
Gender <input type="checkbox"/> female <input type="checkbox"/> male	Nationality _____	Previous or dual nationalities <input type="checkbox"/> none <input type="checkbox"/> yes, the following _____		
Identity documents identity card no. _____ other passports (designation) _____ passport no. _____ issuing authority _____				
Current domicile or place of residence from (DD.MM.YYYY) _____ road / street / house number _____ ZIP CODE _____ location _____ country (for FRG add federal state) _____				
Other residences and secondary residences in the last 10 years <input type="checkbox"/> none <input type="checkbox"/> yes, these are to be indicated without gaps on page 2 of the application.				
Current employment (according to ID Card Application) company / business name _____ customer no. (if available) _____ road / street, house number / P.O. box _____ employed as _____ ZIP CODE _____ location _____ country _____				
All employment, education and training, and gaps in employment of more than 28 days during the last 5 years. <input type="checkbox"/> employed by current employer since/from (DD.MM.YYYY) _____ <input type="checkbox"/> others are to be indicated without gaps on page 3 of the application. Copies of significant documents must be attached to the application.				
Background or security checks conducted in the past or in progress (verifying agency, date): _____				
Declaration and signature of applicant and applicant company I agree to undergo a background check on the basis of § 7 LuftSiG. My data will be forwarded to the responsible aviation security authority and stored for this purpose. I certify that I have provided the above information truthfully and completely to the best of my knowledge and belief, and that the copy of my ID card and the copies of the documents relating to employment relationships / training and further education / gaps in employment in the last 5 years match the original documents. I confirm that I have not currently submitted any other application for a background check to an aviation security authority on which a decision has not yet been made.				
date	signature of applicant X			
The information provided above is confirmed.				
date	signature of applying company X	company stamp X		

Page 2 to the application for background check for		
last name	first name	customer no. (if available)

Other residences and secondary residences in the last 10 years (without gaps and in chronological order)

from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			
from (DD.MM.YYYY)	until (DD.MM.YYYY)	road / street / house number	
ZIP CODE	location	country (for FRG add federal state)	
<input type="checkbox"/> main residence <input type="checkbox"/> secondary residence			

Declaration and signature of applicant

All information is complete and correct.	date	signature of applicant	
		X	
The information is confirmed.	date	signature of applying company	company stamp
		X	X

Page 3 to the application for background check for		
last name	first name	customer no. (if available)

All employment relationships, training and further education as well as gaps in employment of more than 28 days during the last 5 years (without gaps and in chronological order). Copies of significant documents must be attached to the application.

from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country
from (DD.MM.YYYY)	until (DD.MM.YYYY)	type of employment/reason for non-employment	employer (company name)/University/School
road / street / house number		ZIP CODE	city, country

Declaration and signature of applicant			
All information is complete and correct.	date	signature of applicant	
		X	
The information is confirmed.	date	signature of applying company	company stamp
		X	X

Notice of the District Authority Düsseldorf as Aviation Authority on background checks in accordance with § 7 of the Aviation Security Act (LuftSiG)	
1.	Background check To protect against attacks on the security of civil aviation, the aviation security authority must, pursuant to § 7 (1) LuftSiG, subject to a background check, among other things, personnel of airport and aviation companies, freight, mail and cleaning companies, as well as goods suppliers and comparable supply companies, in particular also those involved in the secure supply chain, who, due to their activities, have a direct influence on the security of air traffic.
2.	Competent authority The District Authority Düsseldorf, Department 26/Air Security, Am Bonnhof 35, 40474 Düsseldorf, is the competent aviation security authority for the administrative districts of Cologne and Düsseldorf if the airport or the headquarters of the company employing the applicant is located in these districts.
3.	Purpose of data collection, processing and use As part of the background check, your data will be passed on to the police enforcement and constitutional protection authorities of the federal states, the Federal Central Register and – as far as necessary in individual cases – to the Federal Criminal Police Office, the Customs Criminal Police Office, the Federal Office for the Protection of the Constitution, the Federal Intelligence Service, the Military Counter-Intelligence Service, the Central Register of Foreigners and the Federal Commissioner for the Records of the State Security Service of the Former German Democratic Republic. If necessary in individual cases, inquiries are directed to the responsible Foreigners' Authorities in the case of foreign applicants. Inquiries may also be directed to the current employer and the employers of the last five years, if necessary. If the information provided by the aforementioned authorities gives rise to doubts about your reliability, the Aviation Security Authority may obtain information from law enforcement agencies. Your personal data will be electronically stored and used by the Aviation Security Authority only within the framework of the background check. The Aviation Security Authorities shall inform each other about the performance of background checks, insofar as this is necessary in individual cases. Further information, in particular on rights as a data subject, can be found here: http://www.brd.nrw.de/service/datenschutz.html . This information can also be explained in writing or orally upon request.
4.	Duty to cooperate Pursuant to § 7 (3) LuftSiG, you are obliged to cooperate in your background check. In particular, you must provide truthful information when submitting your application and, if necessary, during a hearing, which may be required if there are doubts about your reliability. It is a misdemeanor to intentionally or negligently fail to provide truthful information. This administrative offense can be punished with a fine of up to one thousand euros pursuant to § 111 of the German Administrative Offenses Act (OWiG) or with a fine of up to ten thousand euros pursuant to § 18 (2) of the German Aviation Security Act (LuftSiG).
5.	Certificates of no criminal record, foreign certificates of good conduct, etc. If you have stayed abroad for more than 2 months in the last 5 years before submitting your application, you will need a declaration of exemption from punishment or a certificate of good conduct or a criminal background check from the country of residence. The District Authority Düsseldorf does not require translations from the following languages: English, French, Dutch and Spanish. German citizens may, under certain circumstances, be exempt from this proof if they are subject to the exchange of criminal information on the basis of the European Convention on Mutual Assistance in Criminal Matters due to their residence in a country of the EU. In this case, please contact the District Authority Düsseldorf before submitting an application.
6.	Obligation to notify of changes in personal or activity-related data Pursuant to § 7 (9a) LuftSiG, the person subject to the background check is obliged to notify the District Authority Düsseldorf as the responsible aviation security authority within one month of any changes in name, current place of residence (unless the change of residence takes place within a (Federal) State), changes in employer and changes in the type of activity (for which the background check is required). According to § 7 para. 9b LuftSiG, the employer is obliged to notify the District Authority Düsseldorf within one month of any changes concerning the activity of this person.
7.	Reservation of right to revoke The result of this review is subject to revocation at any time, as new information about the applicant can also be communicated subsequently by the authorities involved.
8.	Notification of the result of the background check The result of the background check is notified to the person concerned, his current employer or the airport, aviation or air navigation service provider as well as the involved federal and state police and constitutional protection authorities in accordance with § 7 (7) LuftSiG. The employer or company will not be informed of the findings on which the result is based.
9.	Validity/re-application The confirmation of reliability is recognized nationwide. In the event of a denial of reliability, a new application for a background check can be submitted at the earliest after the expiry of one year, unless the person concerned proves that the reasons for the denial ceased to apply earlier.
10.	Employment relationships, education and training as well as gaps in employment of more than 28 days during the last 5 years. Furthermore, a proof of the times through official documentation which include the required information (start and end of employment, type of employment) is necessary. This can be for example job references, business registrations (if necessary including proof of the existence of the business), social security certificates or similar. Because an employment contract, for example, only includes the date of the beginning of employment, an account statement (blackened) can be presented which proves that the applicant is still receiving a salary from the employer in question. When examining training periods, evidence may include training certificates, diplomas or certificates of acquired qualification, provided that the period in question is mentioned. Gaps (longer than 28 days) can be filled out different ways. For journeys outside Europe, the passport with the corresponding visa endorsements, flight and hotel bills, and possibly also a travel blog on the internet or similar can be presented. If the applicant did not travel, then, among other things, official certificates can prove unemployment, care work (certificate of receipt of care allowance) or similar. Supporting documents should preferably be submitted in German. English documents are accepted as well. Other foreign language documents must be translated and certified at the applicant's expense. In individual cases, proofs in other languages may also be accepted if they are plausible. If the applicant declines to provide supporting documentation about the applying company for privacy reasons, the applicant is free to submit appropriate documentation in a sealed and marked envelope or to provide an incomplete employment history. In these cases, the Aviation Security Authority or the Application Recording Office will contact the applicant directly and ask for completion of the information; this will lead to an increase in processing times.
11.	Fee The conduct of the background check is subject to a fee; the costs are borne by the employing company (§ 7 para. 2 sentence 2 LuftSiG).

Declaration and signature of applicant and applicant company		
I have taken note of the above information by the District Authority Düsseldorf, have understood its content and accept it.		
date	signature applicant	name in block letters
	X	
date	signature of applying company	company stamp
	X	X

Data protection:

Issuance, amendment, management and use of the Airport Identification Card / access and access authorization

Declaration by Flughafen Düsseldorf GmbH

Subject

The subject of this privacy policy is "personal data" according to article 4 no.1 GDPR. In the present case, the personal data collected are: name (first and last name, maiden name, former names), gender, date/place and country of birth, nationality (current, former and dual), identity card number or passport number, address (current residence and secondary residence), residences of the last 10 years, photographs, current employer, activity, employment relationships of the last 5 years.

Purpose and legal basis of data processing (information according to article 13 para. 1 lit. c, d GDPR)

Personal data are processed for the following purposes based on Art. 6 para.1 lit. a, b, c, e, f GDPR:

- fulfillment of the contract between FDG and the applicant or the applicant's current employer.
- fulfillment of the requirements of §§ 7 ff. Aviation Security Act (LuftSiG) and other aviation security regulations
- authorization checks and administrative measures relating to entering/driving through the security area of Düsseldorf Airport, monitoring the use of the airport premises, e.g. by parked motor vehicles, training events, information from the authorities or insurance questions
- to enable further services or uses by FDG
- provision of the Airport Identification Card as quickly as possible in the event of a change of employer at the airport

Obligation to provide (information according to article 13 para. 2 lit e GDPR)

Failure to provide the required personal data (also in the form of the required documents and evidence) will result in the application not being processed and access to the security area being denied. In addition, Airport ID card-dependent special services or uses cannot take place.

Recipients of the data

Recipients of the personal data are (indication according to article 13 para.1 lit. e GDPR):

- the District Authority Düsseldorf as the aviation authority for the background check in accordance with § 7 LuftSiG
- other departments within FDG that require this data to perform other services and maintain the business operations of Düsseldorf Airport.
- employer in a purpose-related manner
- service providers who require access to the credential management software
- authorities and state institutions, such as public prosecutors' offices, courts or other authorities to which we must transfer personal data for legally compelling reasons

Duration of storage (information according to article 13 para. 2 lit. a GDPR)

All collected data are either subject to the legal retention periods such as e.g. §§ 195 f. BGB (i.e. German Civil Code) or will be deleted 3 years after the expiry of the background check without a new check having been requested.

As far as necessary, Flughafen Düsseldorf GmbH processes and stores your personal data for the required purpose-related or legally prescribed duration. Data that is no longer required will be deleted without delay (unless otherwise required by law).

Right to information, correction, complaint, deletion, restriction of processing, data portability and objection/revocation of consent (information pursuant to article 13 para. 2 lit. b, c, d GDPR)

We draw your attention to the rights of data subjects to information about the personal data concerned, to correction, to deletion, to restriction of processing, to data portability and to revocation of consent at any time, insofar as the prerequisites are met and no other legitimate interests or restrictive official requirements oppose the aforementioned rights (article 23 GDPR). You can object to the use of your data at any time with effect for the future. In the event of an objection, the authorization to hold an Airport ID Card or a vehicle ID card will in that case cease to apply. You also have the right to complain to a supervisory authority.

Contact details:

Flughafen Düsseldorf GmbH
Flughafenstr. 105, 40474 Düsseldorf
Amtsgericht Düsseldorf, HRB 28
Phone 0211/421-0, Fax 0211/421-6666
customerservice@dus.com

Data Protection Officer:

Mr. Andreas Klingler
Düsseldorf Airport GmbH
Flughafenstr. 105, 40474, Düsseldorf
Phone 0211/421-2545, Fax 0211/421-2881
datenschutz@dus.com

Declaration and signature of applicant and applicant company

With your signature you consent to the storage and processing of your personal data for the above purposes, article 6 para.1 lit. a GDPR. Consent given can be revoked at any time. This also applies to the revocation of declarations of consent given to Flughafen Düsseldorf GmbH before the GDPR came into effect, i.e. before 25.05.2018. Please note that the revocation is only effective for the future.

date	signature applicant	name in block letters
	X	
date	signature of applying company	company stamp
	X	X