

Application for a Permanent Airport ID Card



To be filled out digitally

Application number (to be completed by SCF)									
Company number (if known)									

Part A - Personal data of the applicant

(The application must be accompanied by a copy of the passport or ID Card.)

Service Center Airport ID Cards (SCF)

Version: PAW SCF 2-13 EN

To be completed by the applicant

Academic title	Name	First name(s) (if available)		
Date of birth	Earlier name(s) and birth name (if applicable)		Gender	
Birthplace		Country of birth		Nationality
Current address				
Street, number				
Postal code (ZIP)	Place of residence		Country	
Contact information (voluntary)				
Phone / Mobile number			Personal e-mail for information	
Occupation				
I completely accept the "Applicant's Statement (Part A)" in accordance with the appendix.				
date	signature of applicant / signature of guardian, if applicable			
	✕			

Note
<p>1. You need access to the security-controlled area of the airport (e.g. apron or security-controlled terminal areas)?</p> <p>Then you need a background check.</p> <p>You do not have a background check?</p> <p>Then please fill out the application for "Initiation of the background check".</p> <p>2. Do you have a valid background check?</p> <p>If this has already been initiated or recognised via Frankfurt Airport as part of your existing airport identification card, there is no need for you to take any action. Before the expiry of the ZVÜ, your company will be informed by us in good time by e-mail.</p> <p>If this has not been initiated via Frankfurt Airport, please enclose a notification of results with your application for an Airport ID Card.</p>



Part B - Data of applicant company

Service Center Airport ID Cards (SCF)

Version: PAW/SCF 2-13 EN

To be completed by the company submitting the application

Company number (if known)		Type of application	
Note:			
You may also send the fully completed and signed application form and attachments by e-mail to flughafenausweise@fraport.de (They must be in a PDF format, and summarised in one document with a maximum file size of 2 MB).			
Company			
Branch office / department / department code (if applicable)			
Cost center (if applicable)	Order number (if applicable)	Employee number (if applicable)	
On behalf of the applicant the company applies for an Airport ID Card covering the following area			
Airport ID Card color / area			
Required additional authorizations, if applicable			Company's contingent (if known)
Aviation Security Training is required for obtaining yellow and blue ID cards. Would you like to do this via the Fraport AG online training portal?			
	Yes, we hereby would like to request the login data for accessing Fraport AG's Aviation Security Training (in accordance with DVO(EU)2015/1998 section 11.2.6)		No, we will enclose a certificate from another provider with the application.
	Quick Service: Only available for ID Cards requests granting access to the landside operational area (green). It allows for a direct issuance of an ID Card at the ID Card Service Center (SCF) upon presentation of the original application form. For ID Card requests granting access to security restricted areas, mandatory Aviation Security training and a security background check must be completed and documented in the respective database system. Additional costs will arise in accordance to Fraport AG's applicable fee schedule. An appointment is required.		
I completely accept the "Applicant's Statement (Part B)" in accordance with the appendix.			
Name (legible and in block letters)	Date	Date, signature of authorized person	
		X	

Important information regarding the application

1. General information

Any access to the Airport's designated areas requires the consent of Fraport AG, given by the issuance of Airport and Vehicle ID Cards. An ID Card is required for every person working at Frankfurt Airport, as well as every vehicle operated at the Airport. As a rule, only one ID Card is issued to each individual and vehicle. The responsibility for timely applications or renewals rests with the applicant. There will be costs that will arise for the processing of the airport ID cards, according to the specifications (you can find this under www.fraport.com/flughafenausweise).

2. Applying for an Airport ID Card

Applications for Airport and Vehicle ID Cards must be submitted in writing to Fraport AG's Airport ID Card Service Center (SCF). Whenever possible, the standard forms provided by Fraport AG must be used (<https://www.fraport.com/en/business-areas/services/airport-id-cards.html>). All required informations in the application must be fully completed and digitally filled out and is to be signed and sent together as one document, with a max. file size of 2 MB via email as a PDF file to flughafenausweise@fraport.de. If you wish to send a password protected file, please contact the e-mail address above in advance. Each application will be reviewed individually, and must state the reasons why an ID Card is being requested.

There is no legal entitlement to the provision of ID cards or for specific access and entry authorizations. If the occupation is taking place in the safety area of Fraport AG, then an application for the introduction of a reliability check has to be submitted separately or the recognition of an existing reliability check from a different federal state has to be attached.

3. Training

For an Airport ID card including access to the security area, following trainings are required:

Yellow: The German Aviation Security Training + Basic safety training
Blue: The German Aviation Security Training

The German Aviation Security Training must be at least according to chapter 11.2.6 of the (EU) Regulations No. 2015/1998. This can be completed through Fraport AG followed by an exam at the end (web-based). You will receive the login details after your application has been submitted or via E-Mail. The duration of the training is approximately 3 hours. The German Aviation Security Training from a different provider or trainings that go beyond 11.2.6, must be punctually sent for recognition to flughafenausweise@fraport.de.

The basic safety training (SMS) can only be completed through Fraport AG. This training is web-based following an exam at the end. You will receive the login details together with the German Aviation Security Training. The duration of the training is approximately 1 hour. For any questions regarding the SMS training please contact safety-schulung@fraport.de.

For both trainings as well as the recognition, costs are incurred in accordance with Fraport AG's service specifications.

4. Contact details of the Airport ID Card Service Center (SCF)

Fraport AG	Phone: 069 690-71110
Servicecenter Flughafenausweise (SCF)	E-Mail: flughafenausweise@fraport.de
60547 Frankfurt am Main	Internet: www.fraport.com

For further information (e.g. appointments, opening hours) visit www.fraport.com/flughafenausweise.

Applicant's Statements

Part A - Personal data

I know that:

- My personal data provided by Fraport AG for this application as well as future applications will be electronically processed. The information of the persons concerned according to articles 13, 14 DS-GVO (General Data Protection Regulation [GDPR]) is available under: <https://www.fraport.com/en/our-group/data-protection-statement.html>

I hereby affirm the following:

- The Airport ID Card will be used by me only, and only for official purposes related to the assigned task.
- I will store the Airport ID Card in a safe place, and will report any suspected or actual loss immediately to the Fraport AG's Safety & Security Control Center (Tel: 069 690-22222).
- Technologically secured access points opened using my ID Card will only be traversed by me alone.
- ID Cards are the property of Fraport AG. As such, they must be returned to the owner immediately when they are no longer valid or other (e.g. lack of training or background checks) conditions for possessing one are no longer met.
- I understand and acknowledge both the Airport User and the ID Card Regulations.

Under Section 18, in conjunction with Section 10 of the German Aviation Security Act (LuftSiG), the ID card holder will be committing an offence if:

- Deliberately or negligently failing to wear the Airport ID Card visibly when in restricted areas.
- Lending or allowing a third party to use the ID Card.
- he doesn't return his airport ID card, or doesn't return it on time to the Servicecenter Airport ID card
- Failing to report the loss of the ID Card in a timely manner, or not reporting the loss at all.
- Using the card to gain unauthorized access to restricted areas for oneself or a third party.

To enable prosecution of such offenses, the necessary information may be shared with the competent authorities. Such offenses are punishable with a fine of up to 10,000 Euros.

In case of acceptance of the background check, I agree that

- For the purpose of the background check my personal data will be forwarded to the responsible aviation security authority, Police Headquarters Frankfurt am Main, processed and stored. In addition, a data alignment is performed for this purpose on the basis of the copy of my EU ID card or passport that was made available by me (According to section 2.2 of Fraport AG's ID Card Regulations, a copy of the valid EU identity card or passport must be attached to the application in Latin script. The residence permit alone is not enough. Alternatively, you have the option of presenting the identity document upon submission of the application. Data protection notice: access and serial number of the identity card may be blackened).
In the event of an inconsistency between the data provided on the airport ID card application and the data specified on the copy of the valid EU ID card or passport accompanying my application, the data specified on the valid EU ID card or passport shall prevail and may be forwarded to the responsible aviation security authority. The copy of the valid EU ID card or passport will be destroyed within Fraport AG's area of responsibility at the latest after the notification about the results of the background check.
- For the purpose of recertification, my information can be submitted to the relevant aviation authority and stored electronically without additional consent.
- The agencies and authorities involved in accordance with Section 7, Paragraph 2, Sentence 3, of the LuftSiG will share any findings relevant to security with the competent aviation authority.
- The Aviation Authority will obtain information from law enforcement agencies if there are any concerns regarding my trustworthiness.

Applicant's Statements

Part B - Data of applicant company

The company submitting the application affirms that:

- The information provided by the applicant is complete and matches what found on his or her personal identity document as indicated above.
- The Airport ID Card is necessary for the performance of official duties.
- The request for personnel access will be made for only those areas that must actually be entered to perform the work.
- The ID Card(s) will be properly returned.

The company submitting the application confirms that:

- The applicant possesses any required work and/or residence permits. These documents must be presented to the Airport ID Card Service Center (SCF) of Fraport AG upon request.
- The company submitting the application confirms that it will bear the costs incurred for the Airport ID card and the related services according to the list of services (see applicable price list at www.fraport.com/flughafenausweise).
- It will notify the Airport ID Card Service Center (SCF) of Fraport AG if the company's employment relationship with the holder of the ID Card terminates, the individual is no longer employed at the airport, or if the employee no longer meets the requirements for possessing the ID Card.
- The company submitting the application confirms that it recognizes the ID card regulations.

The individual signing below is authorized to sign on behalf of the named company. The Airport ID Card Service Center (SCF) of Fraport AG has a specimen signature on file. The Airport ID Card Service Center (SCF) of Fraport AG has a declaration of commitment containing current company information on file. A signature is not required if the ID card has been submitted via Webportal.

The work at Frankfurt Airport has been approved by Fraport AG.

For outstanding payments, Fraport AG reserves the right to block valid IDs of the company.