



Application for initiation of the background check (ZVÜ)

Important:

The initiation of the background check takes place at the Aviation Security Authority Hessen / Police Headquarters Frankfurt according to § 7 LuftSiG.

The background check is relevant for the creation of ID cards for the security area (ID card colors green+L, blue and yellow). Initiation or recognition is only possible with a valid identity card or personal identification card application.

If you already have a background check that was **not** initiated via Fraport AG, you **do not need** to fill out this form. Please send your valid background check to flughafenausweise@fraport.de.

The result of the background check will be communicated to Fraport AG.

Please fill in digitally, sign part A by hand and send to flughafenausweise@fraport.de

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| 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.)

To be completed by the applicant

| | | | | | | | | | |
|--|---|---|-------------------------|--|--|---------------------------------------|--------------------|--|--|
| Academic title | Name | First name(s) (also other first names, 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 email for information | | | |
| | | | | | | | | | |
| Occupation | | | | | | | | | |
| | | | | | | | | | |



Part A1 - Complete list of places of residence during the last ten 10 years

Please specify your complete addresses. If you have resided abroad for over 6 months, during the last 5 years, **a certificate of impunity (police clearance) must be attached!**

For most EU citizens, the European certificate of good conduct may also be presented as an alternative.

Filing: Service Center Airport ID Cards (SCF)

Version: ZVU SCF 4.3 EN

To be completed by the applicant

| | | |
|-------------------|--------------------|--|
| from (MM.YYYY) | to | Street, number |
| | today | residing in the address mentioned in Part A |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |
| from (MM.YYYY) | to (MM.YYYY) | Street, number |
| | | |
| Postal code (ZIP) | Place of residence | Country |
| | | |

Part A2 - Complete list of periods of employment and unemployment during the last five (5) years.

Each application for a background check has to be accompanied by separate written documentary evidence for all periods of employment, education and unemployment during at least the preceding 5 years (for further explanation, see Part A of the appendix). If the applicant has been employed by the applicant company for at least the preceding 5 years, the employer has to confirm the continuous employment in Part B of this application.

Filing: Service Center Airport ID Cards (SCF)

To be completed by the applicant

| | | | |
|--|---|--|--------------------------------|
| from (MM.YYYY) | to (MM.YYYY) | Type of employment / Reason for unemployment | Employer / University / School |
| | today | | |
| from (MM.YYYY) | to (MM.YYYY) | Type of employment / Reason for unemployment | Employer / University / School |
| | | | |
| from (MM.YYYY) | to (MM.YYYY) | Type of employment / Reason for unemployment | Employer / University / School |
| | | | |
| from (MM.YYYY) | to (MM.YYYY) | Type of employment / Reason for unemployment | Employer / University / School |
| | | | |
| from (MM.YYYY) | to (MM.YYYY) | Type of employment / Reason for unemployment | Employer / University / School |
| | | | |
| from (MM.YYYY) | to (MM.YYYY) | Type of employment / Reason for unemployment | Employer / University / School |
| | | | |
| Further places of residence and / or periods of employment are given on additional sheet which can be found here. | | | |
| The foregoing data is complete and correct. I completely accept the "Applicant's Statement (Part A)" in accordance with the appendix. | | | |
| date | signature of applicant / signature of guardian, if applicable | | |
| | X | | |

Part B - Data of applicant company

Version: ZV0 SCF 4-3 EN

To be completed by the company submitting the application

| | | | |
|--|-------------------------------------|---|--|
| Company number (if known) | | Type of application | |
| | | background check | |
| 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 / address | | | |
| | | | |
| Cost center (if applicable) | Order number (if applicable) | Personnel no. of the applicant (if available) | |
| | | | |
| Employment statement of the applicant company: | | | |
| The applicant has been continuously employed by the applicant company during at least the preceding 5 years. If applicable, documentary evidence of this particular employment does not need to be attached to this application. | | | |
| Yes, since: (DD.MM.YYYY) | | No, since: (DD.MM.YYYY) (Evidence of previous employment is attached) | |
| | | | |
| Information on a substitute for evidence in the form of interview evidence: | | | |
| A total of ____ interview certificates were used as a substitute for documents to ensure complete documentation. The consent of the applicant to the processing of the above-mentioned data has been obtained. | | | |
| The information under Part A2 as defined in Section 11.1.3(c) of the Implementing Regulation (EU) 2015/1998 for the purpose of the application for a background check pursuant to § 7 LuftSiG was collected and assessed as plausible. | | | |
| The foregoing data is complete and correct. 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 | |

Application for initiation of the background check (ZVÜ)

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.

2. According to Section 7, Paragraph 2, Sentence 3, of the German Aviation Security Act (LuftSiG - Luftsicherheitsgesetz), applicants must be provided with the following information concerning background checks:

The competent aviation authority is the Frankfurt Police Department. Information is collected, processed, and used for purposes of background checks. The application as well as the relevant informations regarding the reliability check will be provided to the Police Headquarters Frankfurt am Main through secure channels.

The following agencies and authorities may be involved in performing background checks: police departments and intelligence services of each German state, the Federal Criminal Police Office, Customs Investigation Bureau, Bundesamt für Verfassungsschutz (federal intelligence service), Bundesnachrichtendienst (foreign intelligence service), Military Counter-Intelligence Service, Federal Commissioner for the Records of the State Security Service of the Former German Democratic Republic, Central Criminal Registry, Foreign Criminal Registry, foreigner registration offices, airport operators, air carriers, current employer, and law enforcement agencies. If there are any concerns, the aviation authority can request that applicants themselves provide additional information, if need be submitting records from previous countries of residence. The aviation authority will notify the data subject, his or her current employer, the airport operator, air carrier, or air navigation company, as well as any federal or state police departments or intelligence services of the results of the background check. The findings on which the results are based may not be shared with the current employer. Other information may be shared with the current employer, provided it is required to conduct court proceedings in connection with a background check.

Under section 18 of the LuftSiG, any individual deliberately or negligently making false statements in violation of Section 7, para. 5, sentence 3, of the LuftSiG is committing an offense. Such offenses are punishable with a fine of up to 10,000 euros.

3. Contact

ServiceCenter Airport ID cards
Fraport AG
60547 Frankfurt am Main
Phone: 069 690 71110
E-Mail: Flughafenausweise@fraport.de
Website: www.fraport.com/flughafenausweise

Police Headquarters Frankfurt am Main
Adickesallee 70
60322 Frankfurt am Main
Phone: 069 755 65007 or 65008
E-Mail: v5.ppffm@polizei.hessen.de

Application for initiation of the background check (ZVÜ)

Applicant's Statements

Part A - Personal data

I know that:

- My personal data provided by Fraport AG for this application 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), any individual using an (Airport) ID Card

in the following manner is committing an offense:

- 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.
- Failing to return the ID Card in a timely manner, or not returning it at all.
- 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.

I hereby agree that:

- I will be subjected to a background check on the basis of Section 7 of the German Aviation Security Act (LuftSiG – Luftverkehrssicherheitsgesetz).
- 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. A data comparison is carried out on the basis of the copy of my identity card or passport forwarded by me (see below).
In individual cases, this may be requested by the Aviation Security Authority of Hesse. This copy of the valid EU ID card or passport will be destroyed in the area of responsibility of Fraport AG at the latest after notification of the results of the background check.
- 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.

In addition, attached to the application:

- A copy of an EU ID card or a Passport
- A certificate of exemption from criminal proceedings
This is only required in case of residence abroad within the last 5 years for more than 6 month (independent from the registered address). The certificate of exemption from criminal proceedings must be submitted in English or with a certified translation in German (not older than 6 month). For the most EU citizens, the submission of the European Certificate of Good Conduct is possible as an alternative.
- Continuous proof of occupation for the last 5 years are to be given.
Proof of occupation can be:
Employment contracts, employment certificates, social insurance certificates, Business registrations, proof of education, any certificates, certificate of obtained qualifications, proof of unemployment, in the case of longer trips, a copy of the passport with the appropriate visa/approval can also be submitted, retirement certificate, certificate of study, certificate of military service or list of the insurance history of the health insurance fund. Self-written (oath) declarations is not a suitable proof.
Alternatively, evidence of interviews can be used as a substitute for supporting documents, please use the form Interview evidence as a substitute for supporting documents.

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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 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 cost of processing the application according to the specifications (see the 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 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 application 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.