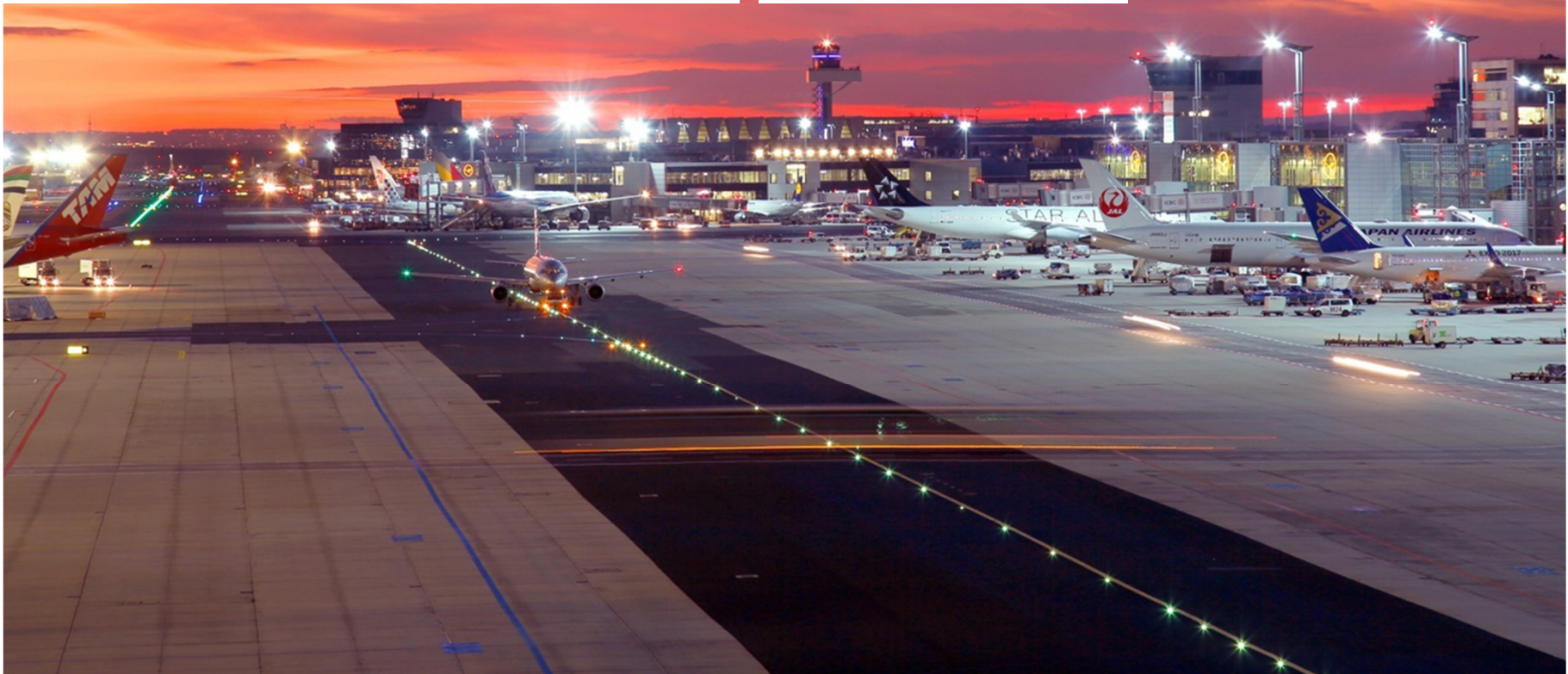# License Agreements – The Way to the Airport ID/Vehicle ID Card

Retail & Properties (HVM-RD)
July, 2019

Fraport

How to Obtain License Agreements, Airport ID and Vehicle ID Cards, and Basement Codes

1. Requirements for Requesting Airport ID Cards?

2. License Agreements with Fraport AG's Retail Department

   ✈ Why is a license agreement needed?

   ✈ Who is required to have a license?

   ✈ Costs of a license

   ✈ How long is the license valid?

3. General Information on Requesting Airport ID Cards

   ✈ ID colors – what do they mean?

   ✈ Short-term ID Cards – no license agreement needed

   ✈ Background check, aviation security and

      safety management training

4. Completing a license agreement and common errors

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How to Obtain License Agreements, Airport ID and Vehicle ID Cards, and Basement Codes

5. Requesting a personal Airport ID Card, Vehicle ID Card and basement code

   ✈   Web portal for Airport ID Cards – login and initial registration for corporate clients

   ✈   Completion of company info sheet

   ✈   Completion of ID application

   ✈   Requesting a Vehicle ID Card

   ✈   Requesting a code for airport access gate Tor 11a –

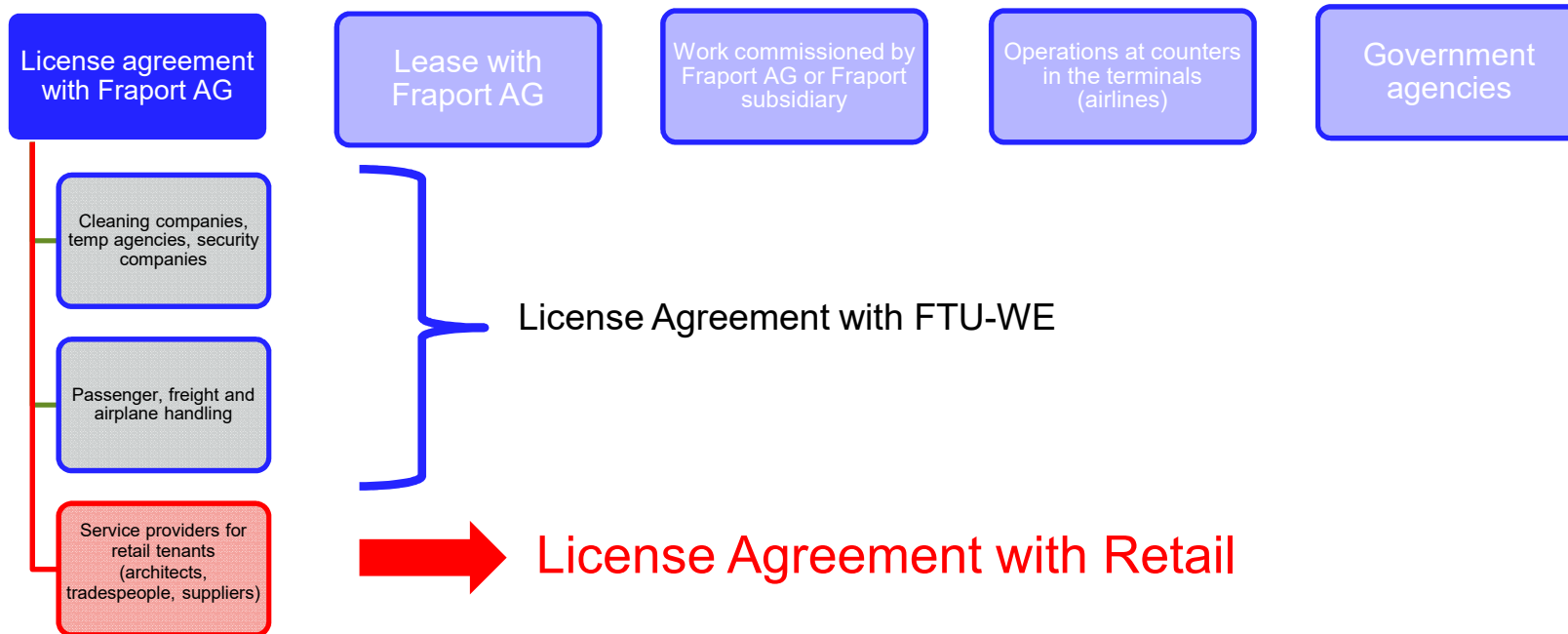   Entry to the basement road, T 1, via airport access gate Tor 3

6. Prices of Airport ID Cards

7. Contact Persons

1. Requirements for Requesting Airport ID Cards

What are the requirements for being entitled to request an Airport ID Card?

| License agreement with Fraport AG | Lease with Fraport AG | Work commissioned by Fraport AG or Fraport subsidiary | Operations at counters in the terminals (airlines) | Government agencies |

Cleaning companies, temp agencies, security companies

Passenger, freight and airplane handling

License Agreement with FTU-WE

Service providers for retail tenants (architects, tradespeople, suppliers)

License Agreement with Retail

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2. License Agreement with Fraport AG's Retail Department

Why is a license agreement needed?

- Without a valid license, providers cannot request Airport ID Cards

- Under German aviation security laws (LuftSig and LuftVZO) and EU security requirements: ➔access and entry to landside and airside areas for authorized persons only

Who is required to have a license?

- All providers that are hired by tenants of Retail and Properties (HVM-R)

- Architects, tradespeople, suppliers, etc.

- Note: All subcontractors require their own license – signed by the tenant.

Validity of license and costs

- The license is concluded for the term of activity, for a maximum of two years

- If the activity will last longer than two years, the license must be renewed in good time

- No charge

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3. ID Colors – What Do They Mean?

ID color	Category	Background check required?	Aviation Security Training required?	Safety Management Training required?
Green	Operational area, public terminal areas	no	no	no
Blue	Airside area (areas behind passport and security control)	yes	yes	no
Yellow	Areas covered by green, blue and red (apron) IDs	yes	yes	yes

3. Short-Term ID Cards – No License Agreement Needed

Short-term ID Card	Entitles the holder to access:	Term (without background check and training)	Term (with background check and training)
Green	Operational area (e.g. public terminal areas, basement roads)	Max. 14 consecutive days per month Max. 4 times per year	Max. 14 consecutive days per month Max. 4 times per year
Blue	Airside area (areas behind personnel and goods screening)	Max. 1 day per month (*with accompanying person)	Max. 14 consecutive days per month Max. 4 times per year
Yellow	Airside area (areas behind personnel and goods screening)	Max. 1 day per month (*with accompanying person)	Max. 14 consecutive days per month Max. 4 times per year + Safety management training

*Accompanying person must have a valid, permanent Airport ID card

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3. Short-Term ID Cards – No License Agreement Needed

Short-Term ID Cards for nighttime work in security restricted area

(1 night per month / with accompanying person)

✈ Short-Term IDs issued after 5:00 p.m. can be issued on request until 11:59 p.m. of the next day.

✈ Short-Term IDs can be ordered and picked up from the SCF, or at the Short-Term ID office in Terminal 1, or at airport access gate Tor 3a

*Accompanying person must have a valid, permanent Airport ID card

3. Background Check, Aviation Security + Safety Management Training

Background Check

✈ Everyone requesting a blue or yellow ID must go through a background check

✈ Background check is conducted by the Frankfurt Police Department

✈ Background check takes up to six weeks

✈ ID application (part B) automatically includes performance of the background check

✈ Validity: 5 years

✈ Background check acknowledged nationwide

<u>Note:</u>

✈ If the background check was initiated by Fraport AG for the original ID application, a new check will automatically be arranged by Fraport (in case of a requested ID renewal)

✈ If the background check was requested in another German state or directly from the Frankfurt Police Department, you must arrange for the renewal yourself. <u>Note:</u> Fraport will not send a reminder.

➔ Even if the ID card is still valid, it will be frozen upon expiration of the background check

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3. Background Check, Aviation Security + Safety Management Training

Aviation Security Training

✈ Can be done online

✈ Every entitled person will receive a personal access code after submitting the ID application to the SCF; it will be sent by post to the company

✈ Validity: 5 years

✈ Takes about 3 hours

Safety Management Training (SMS)

✈ Everyone requesting a yellow ID must complete basic online safety training and pass a test

✈ After a request (by post) the training must be completed within eight weeks

✈ Training is valid for five years

✈ Well in advance of expiration of the training, you will be automatically reminded to complete it again

4. Completion of a License Agreement

Gestattungsvereinbarung

gemäß II. Teil, Ziffer 4.1 der Flughafen-Benutzungsordnung (FBO)
des Flughafens Frankfurt Main

Version 3.0, Januar 2019

Die Fraport AG Frankfurt Airport Services Worldwide, 60547 Frankfurt am Main als Betreiberin des Flughafens Frankfurt Main erteilt der nachstehend als Gestattungsnehmer genannten Firma die Erlaubnis, nachfolgende Tätigkeiten auszuführen.

A. Angaben zur Firma

| Complete company name and address of the provider | Firma *(Name der Firma)*: Fantasie GmbH |

Straße, Hausnummer: Fantasiestraße 1   PLZ, Ort: 12345 Fantasia

Telefon: 01234-56789   Mobil-Telefon: 0151 123456   Allgemeine E-Mail *(info@...)*: info@fantasie.de   Ansprechpartner: Max Mustermann

Start and expected end of activities (max. 2 years, for renewal a new licence agreement is required)

ab dem *(Datum; Beginn Ihrer Tätigkeit)*: 31.01.2019   **bis zum** *(Datum; Ende Ihrer Tätigkeit)*: 31.01.2021

Requesting party/ tenant at the airport

für den Auftraggeber / Mieter der Fraport AG *(genaue Bezeichnung und Anschrift der Firma)*: Retail Mieter

In what terminal area is the work being performed?

im Terminalbereich: Terminal 1, Flugsteig A

What activities are being performed?

nachfolgend aufgeführte Tätigkeit(en) auszuüben: Shopumbau

B. Kontingent an Personenausweisen und Fahrzeugausweisen

Zur Ausübung seiner Tätigkeit beantragt der Gestattungsnehmer:

What ID color is needed?

Green ID: before security check

Blue ID: after security check

Yellow ID: after security check+apron

How many IDs are needed?

Anzahl Ausweise Allgem. Betriebs-bereich (grün): 4   Anzahl Ausweise Transitbereich (blau): 0   Anzahl Ausweise Alle Bereiche (gelb): 0

die ausschließlich zu dienstlichen Zwecken genutzt werden dürfen. Der/die Ausweis(e) beinhalte(t/n) keine Einfahrerlaubnis.

Für die Erteilung einer Einfahrerlaubnis bedarf es einer gesonderten Antragstellung beim Servicecenter Flughafenausweise (SCF).

Zur Ausübung seiner Tätigkeit beantragt der Gestattungsnehmer:

How many vehicle IDs are needed?

Anzahl Fahrzeugausweise allgemeiner Betriebsbereich inkl. Kellerfahrstraßen (grün): 4   Anzahl Fahrzeugausweise Vorfeld (rot): 0

Kodierung für Tor 11a: Einfahrt in die Kellerfahrstraße Terminal 1 (über das Tor 3)   ☐ Ja   ☒ Nein

Do you need a code for Tor 11a (entry to basement road)?

Um eine Kodierung für Tor 11a (Kellerfahrstraße Terminal 1) zu erhalten, füllen Sie bitte nach Erhalt des Fahrzeugausweises das Formular "Antrag auf Erteilung einer Kodierung zur Einfahrt in die Kellerfahrstraße Terminal 1" aus.

Fraport AG
Frankfurt Airport
Services Worldwide

8.12R.4.38
Version 01
Gültig ab: Januar 2019
Herausgeber: HVM-RD, 069 690 30830

Nächste Seite ➡

4. Completion of a License Agreement

Attach either a copy of the commercial register or business registration (for architects: copy of entry with the Chamber of Architects) to the license agreement.

Proof of liability insurance: there are no exceptions to the required coverage amount of €5 million lump sum for personal injury and property damage.
Note: the term of insurance must be listed.

Original signatures of licensee and applicant including company stamp must be made on the same form.

Here the client of the provider must sign, e.g. the Fraport AG tenant.

Only original signatures are accepted here as well.

C. Anlagen

Folgende Anlagen sind für den Abschluss der Gestattungsvereinbarung notwendig:

☒ Kopie des Handelsregisterauszugs oder Kopie der Gewerbeanmeldung

☒ Kopie der gültigen Betriebshaftpflichtversicherung mit angegebener Laufzeit
(geforderte Deckungssumme: Mindestens 5 Mio. Euro pauschal für Personen- und Sachschäden)

☒ Ich versichere, dass für die gesamte Laufzeit der Gestattungsvereinbarung eine gültige Betriebshaftpflichtversicherung mit der geforderten Mindestdeckungssumme von 5 Mio. Euro pauschal für Personen- und Sachschäden vorliegt. Diese ist der Fraport AG auf Verlangen nachzuweisen.

D. Die/Der Handlungsbevollmächtigte der jeweiligen Firma bestätigt, dass alle Angaben wahrheitsgemäß gemacht wurden und die Verpflichtungserklärung anerkannt wird. Änderungen dieser Vereinbarung bedürfen der Schriftform. Gerichtsstand ist Frankfurt am Main.

Fraport AG: Frankfurt am Main *(Datum, 2 Unterschriften)*

Datum	Name in Druckbuchstaben und Unterschrift	Name in Druckbuchstaben und Unterschrift

Gestattungsnehmer *(Ort, Datum, Unterschrift, Name in Druckbuchstaben, Firmenstempel)*

Frankfurt	01.01.2019	Mustermann Max	
Ort	Datum	Name in Druckbuchstaben	Unterschrift und Firmenstempel

Verpflichtungserklärung
Der Auftraggeber (Mieter der Fraport AG) bestätigt mit seiner Unterschrift, dass er die Angaben auf der Gestattungsvereinbarung auf Vollständigkeit und Richtigkeit hin überprüft hat, dass ein direktes bzw. indirektes Auftragsverhältnis zwischen ihm und dem oben genannten Gestattungsnehmer besteht und die Unterschrift des Gestattungsnehmers von einer zeichnungsberechtigten Person dieser Firma erbracht wurde. Außerdem wurde die beantragte Ausweisfarbe und das Kontingent auf Richtigkeit bzw. Notwendigkeit überprüft.

Auftraggeber *(Ort, Datum, Unterschrift, Name in Druckbuchstaben, Firmenstempel)*

Frankfurt	01.01.2019		
Ort	Datum	Name in Druckbuchstaben	Unterschrift und Firmenstempel

Mir ist bekannt, dass meine im Rahmen der elektronischen Antragstellung gemachten Angaben zur Person von der Fraport AG für diesen Antrag sowie auch zukünftige Anträge elektronisch gespeichert werden. Die Betroffeneninformationen gemäß Artikeln 13, 14 DS-GVO stehen unter datenschutz.fraport.de zur Verfügung.

4. Completing a License Agreement – Common Errors

Link to the license form
➔ www.fraport.de ➔ Business & Partner ➔ Services ➔ License Agreements ➔ Licensing Agreement Concluded with the Fraport AG Retailing Department.

Incomplete company name	• Company name + company address must match the information in commercial register or business registration
Incomplete address information	• Company domicile (complete address incl. e-mail)
Missing signature of requesting party	• Requesting party is the intent – for all subcontractors as well
Missing attachments	• Current CR excerpt or copy of business registration • Missing documentation of liability insurance
Errors in documentation of liability insurance	• Coverage amount is too low • Invalid term of liability insurance • Company name or address does not match information in the license agreement

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4. Completing a License Agreement – Who Informs Whom?

HVM-R	Tenant	Service provider/ subcontractor
• Informs tenant on: ➔ Completed licenses ➔ Expired licenses • Informs service provider on: ➔ Expired proof of liability insurance	• Tenant informs service provider and subcontractors about the entire process for licenses/IDs • Tenant reviews documents from service provider/subcontractors • Tenant sends the fully reviewed documents to HVM-R • Tenant informs service provider and subcontractors about the license completion • Tenant informs service provider and subcontractors about the licenses that are expiring • Tenant informs HMV-R if there is no longer a contractual relationship	• Sends the completed license forms incl. attachments to tenant • Sends the current proof of liability insurance to HVM-R

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Link to the forms
➔ www.fraport.de ➔ Business & Partner ➔ Services ➔ Airport ID Cards

Step ❶ – *Company registration*

➔ Via web portal:
   ➔ Enter all contract and general company data
   ➔ Generate and print out the PDF file
   ➔ Get signatures from those persons who are entitled to sign ID card applications and/or an authorized agent
   ➔ Scan and send via e-mail to flughafenausweise@fraport.de
   ➔ After processing by the SCF, you receive an e-mail with the access information for the web portal

➔ Via PDF company info sheet
   ➔ Scan and send via e-mail to flughafenausweise@fraport.de

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step ❷ – *Request a personal Airport ID Card*

✦ Applications are processed only if filled out digitally

✦ Print out the completed application, sign it (applicant and authorized signatory), scan and send in PDF format including attachments to flughafenausweise@fraport.de

Attachments to ID application:

✦ To reduce the number of rejected applications due to incorrect data, please attach a passport copy

✦ The review and serial number on the passport copy should be blacked out by the applicant

✦ The data from the passport copy will be used only for data comparison upon initial review of the application, and then destroyed immediately afterward

Part B – Background check and criminal records check:

✦ All residences and employment for the last five years must be filled out; no gaps

✦ If residence in the last five years, longer than six months, is in a foreign country:

➲ Criminal records check / European certificate of good conduct must be attached (Embassy)

➲ Document must be submitted with a certified German translation

➲ English certificates do not need translation

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step❷ – *Request a personal Airport ID Card*

Part C – Company-related data from the applicant company

✈   Name and signature of the authorized signatory who is also listed on the company info sheet under "Authorized signatory of the applicant company"

Part D: Requesting party for work at Frankfurt Airport

✈   Does not need to be filled out, license agreement replaces signature

Checklist for personal ID card application:
➔ www.fraport.com ➔ Business & Partner ➔ Services ➔ Airport ID Cards ➔ Applying for an Airport ID Card ➔ Permanent Personal Airport ID Card ➔ Checklist

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5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step ❸ – *Pick up Airport ID Card*

✈   The SCF will send an e-mail when the ID is ready for personal pickup

✈   You must bring a valid national ID card or passport to pick it up

✈   Non-EU citizens must also bring their residence permits

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step❹ – *Request a Vehicle ID Card*

✈ A Vehicle ID Card is required to drive in non-public operational areas and on the apron

✈ Green   Vehicle ID Card: Non-public operational area
✈ Red   Vehicle ID Card: Apron+ Non-public operational area

✈ Requirements for requesting a green vehicle ID card:
Valid Airport ID Card

Requirements for requesting a red vehicle ID card:
Valid red or yellow Airport ID Card + 1 person with an apron driver's license

✈ Please complete, sign and scan the applications for Vehicle ID Cards and e-mail them in PDF format to flughafenausweise@fraport.de. You can also send them by mail.

✈ If the applications are issued onsite, you have to pay the Quick Service surcharge.

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step❹ – *Request a Vehicle ID Card*

✈   Once the Vehicle ID Card is ready, our SCF will send a pickup notice.

✈   For pickup, please make an appointment at www.fraport.com ➔ Business & Partner ➔ Services ➔ Airport ID Cards ➔ Arranging a Pickup Date

✈   There is an additional charge for direct application processing at the Airport ID Card Service Center.

✈   *Original vehicle registration certificate* must be brought to the SCF.

✈   Vehicle ID Cards do not include parking permits, parking spaces must be leased separately.

✈   The term depends on the term of activity or expiration date of the most recent general vehicle inspection.

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step ❺ – *Application for code to enter the basement road*

✈   The underground levels of Terminals 1 and 2 contain the basement roads used for delivery

✈   Access is via airport access gate Tor 3 after proper access control

✈   To enter the basement road in Terminal 1 via access gate Tor11a you need a special code

✈   Documents required:
- completed "Application to issue a code to drive onto the basement road, Terminal 1" with signature of the tenant (Item 7)
- Copy of vehicle registration
- Copy of driver's license

✈   You can receive the application for a code from Reinhard Goertz, (r.goertz@fraport.de) or Eric Schreiner (e.schreiner@fraport.de). Please also send the completed application to both e-mail addresses.

✈   If no permanent access is needed to the basement road, you can have a one-day pass issued at airport access gate Tor 3 (max. 4 x 14 days a year)

5. Requesting an Airport ID Card, Vehicle ID Card or Basement Code

Step ❻ – *Returning Airport ID Cards*

➤ Airport ID Cards no longer needed must be returned no later than the expiration date to the SCF

➤ IDs must be returned personally by the ID holder

➤ Note: If the IDs are returned by post, the sender is liable for proof of mailing

➤ If the cards are not returned by the deadline (by the end of the subsequent month) there will be a charge of €55, which will be billed to the company that submitted the application

➤ If blue or yellow IDs are not returned there may be charges filed for an offense.

7. Prices of Airport ID Cards

Extract from the List of Service Charges (8.12, valid as from July 1, 2017)

Product	Costs
Airport ID Cards	
Airport ID Card (green), processing fee	€ 29.00
Airport ID Card (green+L, red, blue), processing fee	€ 42.00
Airport ID Card (yellow), processing fee	€ 48.00
Late return of ID Card	€ 55.00
Quick Service surcharge	€ 33.00
Vehicle ID Cards	
Vehicle ID Card, processing fee	€ 55.00
Vehicle registration plate	€ 55.00
Transferable Vehicle ID Card	€ 39.00
Late return of ID Card	€ 55.00
Background Check	
Fee for background check (§7 LuftSiG Aviaton Security Act)**	€ 62.00
Background check (§7 LuftSiG), reduced fee (stoppage)**	€ 46.00
Background check, processing fee only	€ 38.00
Training	
Aviation security training 11.2.6	€ 40.00
Recognition of training certificate (duplicate)	€ 24.00
Safety management training	€ 13.00

*) This fee is set by the Aviation Security Authority.

8. Contact Persons

Documents	Contacts

• License agreement
• Liability insurance
• Commercial register excerpt / business license
• Chamber of architects' entry
	Fraport AG
	HVM-RD
	Licenses
	60547 Frankfurt
	
	E-mail: retail.gestattungen@fraport.de
	
	Contact:
	• Marco Bonrad
	  Phone +49 69 690 30830
	• Jana Roßmann
	  Phone +49 69 690 63081

• Company data sheet • Application for an Airport ID Card • Application for a Short-Term ID Card • Application for a Vehicle ID Card	Fraport AG Airport ID Card Service Center (SCF) 60547 Frankfurt E-mail: flughafenausweise@fraport.de Phone: +49 (0) 69 690 - 71110 Operating hours: Mon.–Thu.: 7:00 a.m. – 3:30 p.m. Fri. 7:00 a.m. – 11:30 a.m.

8. Contact Persons

Documents	Contacts
• Short-Term ID Cards • Short-Term Vehicle ID + code for basement road, Terminal 1	Fraport AG Airport access gate Tor 3a Phone: +49 (0) 69 690 – 71032 Operating hours: Mon.–Fri. 6:00 a.m. – 4:00 p.m.
• Airport ID Card Services office in Terminal 1	Terminal 1 Arrivals C Opening hours: Mon.–Thu.: 7:00 a.m. – 3:30 p.m. Fri. 7:00 a.m. – 11:30 a.m. For short-term Id cards: Mon.-Sun.: 06:00 a.m. – 10:00 p.m.

8. Contact Persons

Documents	Contacts

• Application for code to drive onto the basement road, Terminal 1 (airport access gate Tor 11a)	Fraport AG
	HVM-RM
	60547 Frankfurt
	
	Contact:
	• Reinhard Görtz
	  E-mail: r.goertz@fraport.de
	  Tel.: +49 (0) 69 690 - 78879
	• Eric Schreiner
	  E-mail: e.schreiner@fraport.de
	  Tel.: +49 (0) 69 690 – 29141

• ID activation, codes	Fraport AG FTU-SP1 60547 Frankfurt E-mail: ausweisfreischaltung@fraport.de