

Application Checklist for Airport ID Cards

In order to apply for an Airport ID Card, you need a large number of documents, which must be submitted in full for further processing by the Aviation Authority and the ID Service. This checklist is designed to help you complete all application documents.

Application Airport ID Card

Fully completed application for Airport ID Card* with signature of the applicant and stamp/signature of the applicant company, if applicable also of the commissioning company, if the employer is not located at the Airport.

- Information about the applicant incl. contact information (email address/phone)
- Application/ID information (reason for application, type of ID/period, access area)
- Detailed justification
- Signatures/stamps (in the case of companies not based at the airport, a confirmation note from the client is required at the airport)

Application for Reliability Check

1 Completed reliability check application*, signed by the applicant and stamped/signed by the applicant company.

2 Copy of identity card (front and back) alternatively copy of passport (cover and all inside pages with entries) plus simple registration certificate not older than 4 weeks.

3 If the name information differs between the application and the personnel document, appropriate proof is required (e.g. copy of birth certificate/marriage certificate).

4 Complete listing of all residences of the last 10 years with retroactive effect from the date of application (address and dates). Secondary apartments with corresponding designations.

5 Complete list of training and employment periods for the last 5 years retroactively from the date of application with corresponding proof, e.g. (only, if you do not participate in the ZÜ participation process)

- Copy of school and/or work certificates
- Copy of employment contracts
- Copy of the certificate of enrolment
- Copy of health insurance or social security certificates
- Copy of the business registration
- Copy of the unemployment certificate

6 For foreign citizens or long stays abroad, proof of impunity in the form of criminal records (with German translation and certification by a certified body) as well as the signed self-information on impunity.

7 Residence permit/work permit valid for foreign citizens

*double-sided printout



All required
application forms
can be found here

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