

Application for the issuance of an Airport ID Card

to be completed in block letters by the applicant

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Parking ID	<input type="checkbox"/> Building ID (public area)
<u>Personal Details</u>		<u>Company Details/ Information</u>
last name: _____	company: _____	
first name: _____	address: _____	
name of birth: _____		
date of birth: _____	<u>one contact (per company) only</u>	
place of birth: _____	contact: _____	
address: _____	phone: _____	
	email: _____	
employed as: _____		

Authorizations

staff parking space
 V apron
 SD security zone, departing flights
 R ring road
 ZA customs area, arrivals
 CH cargo hall*
 H hangar no. _____
 other authorization (attachment included)*

* For authorizations for the cargo hall and/or additional access authorizations not listed above (e.g. passenger bridges, drinking water system, etc.) the Attachment to the Application for an Airport ID Card (Org. 215) has to be filled out.

carrying prohibited objects (tools, etc.) category: _____

_____	_____	_____
date	signature of applicant (ID holder)	
_____	_____	_____
date	signature of applicant company (employer)	company stamp

Your personal data will be processed/used in automated form and in compliance with legal data protection regulations for the management of IDs, trainings, access authorization and for the establishment of any participation in safety relevant events.

Approval of the application** (to be completed if the applicant acts on behalf of FDG or as a subcontractor of a customer with the business location at the airport)

center/department/customer: _____

contact: _____ phone no.: _____

application approved

reason for check-marked access areas: _____

work period: _____

_____	_____
date	signature center/department/customer

Confirmation of receipt

ID received: _____	_____
date	signature of ID holder

Routing: original: applicant → ** if applicable, the centre/department or customer assigning the task → ID-Office FDG
copy: applicant

to be completed by ID-Office

receipt of application

security check

ramp-safety-training

security training

profile

valid until

ID no.

application no.

debtor no.

- resigned
- received ID
- deleted
- loss
- ID not received
- blocked

- application approved
- application not approved

date

signature head of OSLA

Declaration of Flughafen Düsseldorf GmbH

The ID is issued in observation of the regulations of the Federal Data Protection Act.



Regulations for the issuance of an Airport ID

The issuance is made subject and in reservation of the approval by the authority competent pursuant to § 7 LuftSiG [Air Traffic Safety Act] and in accordance with the Identification and Apron Access Rules of Flughafen Düsseldorf GmbH (FDG) as well as the Airport User Regulations (<https://www.dus.com/en/businesspartner/aviation/flughafenbenutzungsordnung>). The applicant company named in the application form must directly employ the applicant for the ID. The applicant for the ID must hold the required work and residence permits if applicable.

The ID remains the property of Flughafen Düsseldorf GmbH (FDG).

Application

The original application for issuance of an airport ID has to be filed in person at least 4 weeks before the commencement of work. and for this purpose, the presentation of the national identity card or the passport is mandatorily required. There is no legal right as to the receipt of an ID card. FDG reserves the right to review and decline the necessity of applied for authorizations or annul already granted authorizations. Furthermore, FDG reserves the right of reviewing any activities that are covered by the Ground Flight Handling Services Ordinance (BADV) as well as the validity and the scope of the imperative liability insurance**. As far as ID cards for the airside area or the critical parts the restricted areas are concerned, the ID application can only be processed upon submission of a background check pursuant to § 7 LuftSiG*. If a valid background exists or has already been submitted, FDG may recognize background it. Otherwise, the application for a background check to be conducted by the District Authority must be filed through the ID-Office. After examination of the particulars, the data will be forwarded to the District Authority in Düsseldorf. The ID-Office will provide the relevant application form. The receipt of the clearance declaration from the District Authority in Düsseldorf and successful participation in a security training* pursuant to § 8 LuftSiG is required for the issuance of the ID card. The background check as well as the security training must be repeated within the period prescribed by law. The applicant is responsible for the timely application for a prolongation or the participation in the training (regardless of the requirement by FDG) as well as for the consequences resulting from a late application, registration or failure to participate in the training.

Use

The airport ID card* may only be used in the exercise of official duties and with this also only in the area to which access is authorized. Photographing and filming is prohibited for persons working in the airside area or the sensitive area of the security zone (except for official purposes). The ID holder is not authorized without prior instruction* to access the apron and/or drive a vehicle on the apron. As a rule, the airport ID card may not be lent or passed on to other persons. The ID holder is obligated to ensure that no unauthorized persons reach the airside area or sensitive part of the security zones through (technically secured) doors opened by the ID holder. The prohibited objects carried along for the performance of the professional duties in the airside area or the sensitive area of the security zone have to be kept in a safe place and protected against access by unauthorized persons. Even if the ID is carried properly, the ID holder may be checked for access by employees of FDG who are authorized for this purpose, as well as security services or the competent authorities (e.g. federal police, local police, customs officers). The airside area or the sensitive part of the security zone will be accessed exclusively through the passageways or personnel checkpoints provided for this purpose. The ID holders who participate as flight passengers in air traffic are subject to the border police and customs regulations/checks. In these cases, the use of checkpoints for personnel and goods is not permitted!

Obligation to carry ID

The airport ID card has to be carried clearly visible, attached to the top clothing at chest height. If other company ID cards are carried at the same time, the airport ID card must always be in the foreground. In the interest of security, every ID holder is obligated to pay attention to persons without (valid) airport ID within areas that require such authorization. As applies, a security officer has to be informed.

Obligation to report

If, after the application/issuance of an ID, changes need to be made regarding the information previously given, the ID-Office must be notified immediately in writing about these. Such changes may include a change of address or temporary interruption of the business activities due to unfitness for work (long-term illness, longer than 6 weeks), maternity or parental leave, partial retirement etc.

Return

The ID has to be returned in person and immediately to the FDG ID-Office* if:

- the validity of the ID has expired,
- the ID holder has failed timely submission of the application for the repeat background check or the background check is not approved by the District Government based on the result,
- the ID holder participates not successfully in the repeat security training,
- the ID holder is no longer working at the airport in the scope of his or her assignment,
- the ID holder is no longer employed with the registered employer,
- the ID is damaged and a new ID has to be applied for thereupon,
- the ID holder can no longer be identified by the ID photo,
- the contents of the ID have changed,
- the ID holder may no longer access the airside areas or sensitive parts of the security zone for other reasons or the other prerequisites for holding the ID are no longer fulfilled.

Loss

The loss of the ID has to be reported immediately to the ID office (call +49 (0)211 421-20720 or outside opening hours +49 (0)211 421-2220). The ID holder must give information in writing about the loss of his/her ID to the ID-Office.

Non-compliance with the guidelines and the legal regulations

The Aviation Supervisory Authority may punish the ID holder for non-compliance with the legal regulations pursuant to the LuftSiG imposing a fine of up to €10,000 for administrative offence pursuant to § 18 para. 1 LuftSiG. In the event of a violation of the regulations for the issuance of an airport ID, FDG, within its domiciliary rights, is authorized to immediately block and collect the ID. In addition to that, prosecution under criminal and civil law may be initiated.

* Fees

- The airport ID card and the background check is subject to fees.
- The fee will be newly charged if a new ID has to be issued due to incomplete or incorrect information, loss, damage or upon expiration of the validity period.
- The fee will also be charged in addition to an administrative flat fee if the ID has not been collected within 8 weeks after receipt of the application or if the application processing could not be completed after 8 weeks for reasons within the applicant's responsibility.
- A fee will be charged for the participation in the security awareness training/ramp-safety-trainings as well as for non-participation despite registration.
- Access authorization to the parking spaces is likewise subject to fees and companies will be invoiced monthly. Authorization ends at the end of the month in which the ID has been returned.
- Should the ID holder despite the duty to return the ID card and the existence of one reason as listed under "Return" culpably not return or not return their ID card in time, FDG is entitled to charge an administrative flat fee as per "List of Charges" to the employer of the ID holder for the return request.

** this check is conducted by the Operations division.

All services to be invoiced will be billed to the companies according to FDG's respectively valid list of Services Charges. Payments will be processed by direct debit procedure.

We acknowledge and accept aforementioned regulations.	_____	_____
	date	signature of applicant (ID holder)
_____	_____	_____
company stamp	date	signature of employer of applicant (applicant company)

Notes on the ID application

General

The application for an ID card must be filled out completely and, if possible, by means of a PC. The applicant will proceed to the ID-Office in person bringing all documents and his valid identity card or passport – residence permits will not be accepted. The ID-Office will only accept the fully completed original application form. If an ID for the airside area or the sensitive area of the security zone is concerned and simultaneously a new application (initial application), the application for issuance of an airport ID card can only be accepted in conjunction with an application for the background check. Applicants for an ID who are already in possession of a valid background check pursuant to § 7 LuftSiG must present their valid background check to the ID-Office for acceptance. Otherwise, the background check with the District Authority must be applied for through the ID-Office. Applications must be made at least 4 weeks before commencement of work. After the receipt of the result or the approval.

Authorizations marked by symbols

Airport Düsseldorf is sectioned in different areas. The table below lists the letters/numbers that designate the different areas. These letters/numbers are also visibly indicated on the Airport ID. ID holders may only access those areas for which they have been authorized by such indication on their ID.

V*	apron	Authorization for the entire apron area from the recycling yard to the airport railway station incl. GAT area.
SD**	security zone, departing flights	Authorization for the Departures area of the terminals behind the checkpoints for passengers/personnel and goods (gates) including the planes docked on passenger gateways.
ZA**	customs area, Arrivals	Authorization for Arrivals area, baggage claim.
CH**	cargo hall	Authorization for the freight storage hall.
R*	ring road	Authorization for the road from the airport railway station to the recycling yard.
4-10**	hangar number	Authorization for the relevant hangar along the aviation security line.
without**	only public area in the terminal.	

* Security check, security awareness training and ramp-safety-training required

** Security check and security awareness training required

Carrying prohibited objects into the airside area or the sensitive part of the security zone

Prohibited objects carried along for the performance of professional duties in the airside area and respectively the sensitive part of the security zone have to be kept in a safe place and protected against access by unauthorized persons.

Category	Groups of persons/professions
A	Flight crews (operating crews and dead head crews), aviation personnel of the general or non-commercial air traffic
B	Persons patrolling the airside areas or sensitive parts of the security zones according to § 5 para. 1 LuftSiG and who secure the air traffic safety checkpoints and/or aircraft as guard posts
C	Cleaning personnel
G	Gastronomy personnel
J	Persons assigned with hunting and wildlife or bird control in the airside area or the sensitive part of the security zone
L	Loaders, freight staff and catering personnel
N	Rescue services/fire fighters
S	Sales staff
T	Technical service, technical operating personnel and craftspeople

Access authorizations

All airport ID cards are provided with an individual electronic encoding that is designed according to the respective official requirements, which enables access to particular areas by use of scanning devices. The ID also permits electronic access to assigned personnel parking spaces.

Signatures, company stamps

The first and second page (Regulations for the Issuance of an Airport ID) of the application for the ID have to be signed by the applicant as well as signed and stamped by the employer of the applicant (applicant company).

Approval of the application

Applicants or companies operating on order of FDG or as a subcontractor of a customer located at the airport require the approval of the contracting FDG department or the contracting customer (e.g. airline, tenant, and lessor).

The application has to be completed and signed by the party supporting the approval.

Availability of the ID office

Flughafen Düsseldorf GmbH	phone: +49 (0)211 421-20720
Frachtstraße 12	fax: +49 (0)211 421-20728
Altes Frachtgebäude [old cargo building]	email: ausweisstelle@dus.com
Entry M, 2. Upper floor	

opening hours:

Monday - Thursday 7 a.m. to 12 o'clock and 1 p.m. to 3:30 p.m.

Friday 7 a.m. to 12 o'clock

Closed on Saturdays, Sundays and public holidays