



**Verification regarding periods of vocational training and employment times including possible gaps of those periods due to the required trustiness screening conducted by the regulatory authority (civil aviation security authority) according German law (§ 7 LuftSiG in conjunction with 11.1.3 Annex of the „Durchführungsverordnung (EU) 2015/1998“)**

To whome it may concern

Following the legal prerequisites mentioned above the civil aviation security tasking demands a verification regarding all time periods of applicant's vocational training and employment including possible times of unemployment covering a time period of the last 5 years prior time of application. Until end of 2020 the competent authorities did not make use of the right to verify all of the data provided by applicants to a full extent, those reviews were limited to random samples only. As of 1st January 2021 by order of the European Commission the Federal Republic of Germany was assigned to augment those security checks to a full extent for each and every applicant.

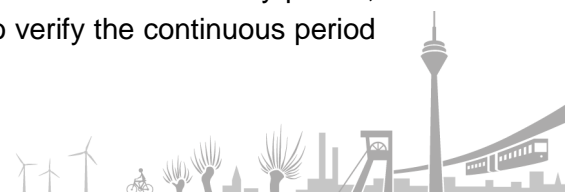
Only personnel according §7 section 1 No. 4 LuftSiG is exempted from this procedure.

To reduce the administrative workload caused by the increased consideration of additional records submitted by the applicants for a security permit -which will extend the processing periods- we would like to ask you for your cooperation.

We would like to request you to support the applicants as done by you in the past. Additionally to this we would like to ask you for especially ensuring that a sound documentation is included regarding all the required dossiers of application records where time periods of any kind, including gaps of more than 28 days in the past 5 years before the time of application, can be traced back without any doubt.

In particular:

- Times of employment, vocational and supplementary training needs to be clearly stated with start date and termination date;
- Documental evidence needs to be enclosed into the application, employment data is to be supported by eligible hardcopies. Times of employment can be suitably demonstrated by including working contracts, employment reference letters, social security data, business registration records (if applicable: also if currently still ongoing business evidence);
- In those cases where applicants have been continuously employed in your enterprise for a minimum time period of 5 years related to the date of application for a security permit, this procedure will not apply. In those cases you will be asked to verify the continuous period of employment through a document signed by you.





If applicants have not been continuously contracted by you for a minimum period of 5 years - related to the date of application- you will need to confirm the exact period of time of employment within your enterprise and additionally ask the applicant for evidence of the remaining times up to 5 years;

- Vocational training and education, apprenticeships and achieved qualifications can e.g. suitably be proved by including certificates, proofs or testimonies as long as time periods can be read out;
- Time periods and gaps of unemployment exceeding 28 days in the required time frame have to be stated evidence-based. Stating that kind of information can e.g. be proved by including an attestation or certificate of unemployment or a supporting document of allowances for nursing care. Travel absences of a longer period can e.g. be proven by a copy of the passport with corresponding endorsements for a visa or other means such as official documents.

The application for a security permit according to §7 LuftSiG can only be processed if relevant period of times of employment, vocational training and other gaps to a minimum of the last 5 years have been verifiably stated. We would like to ask you in the interest of a rapid processing time that care has to be taken regarding the requirement that relevant time periods of employment, trainings and/or other time gaps within the last 5 years are fully listed and proven.

If the applicant refuses to provide you with the required information due to data privacy reasons the applicant may submit the documentation in a closed, clearly marked or labelled envelope. Also the applicant may state the required information including the missing time periods, in those cases the competent authority or the external office will get in contact with the applicant accepting an extended application processing time.

Our request for your contribution is only limited to the completeness of an application, the review and the evaluation is executed by the competent civil aviation security authority.

We would like to ask you for your support to substantially reduce the workload ensuring that applications for a security permit can in future also be processed in a timely manner so that you can access the desired personnel as usual.

Thank you for your cooperation.

