

**Application for the implementation of a reliability check through the aviation safety authority
(§7 sect. 1 no. 2 and 3 Aviation Security Act –LuftSiG-)**

(For personnel of airports/airlines, maintenance companies, freight/mail/cleaning companies and participants in the secure supply chain)

<input type="checkbox"/> Initial inspection	<input type="checkbox"/> Re-examination (Enclose a copy of the decision)	LBAZ-No.: <i>-To be filled out by aviation security authority only-</i>
Last check on:		by:

Name:	Birth name & previous names:	Date of birth:	Place/Country of birth:
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First name/s:	Title:
Nationality (also former & double):	Daytime telephone number & e-mail address for further enquiries:

Please include a clearly legible copy of you document of identification

Gender: female <input type="checkbox"/> male <input type="checkbox"/>	ID/Passport: ID-No.: Passport-No.:	Foreign identity document: Type of document: Issuer:
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Current residence: Street, house number:	Postcode, place, state:
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Residences and secondary residences during the last 10 years: (attach separate sheet if necessary)

Country/State	Street and house number	Postcode and place	From-To (MM/YYYY-MM/YYYY)

Employment relationships, training and further education as well as gaps in employment of more than four weeks during the last five years: (Gaps within the meaning of the EU-Regulation No. 2015/1998, see note No. 10)

From (MM/YYYY)	To (MM/YYYY)	Type of employment relationship or reason for unemployment	Employer (full address) (attach separate sheet if necessary)

I certify that the information given above is true and that the copy of the identity document corresponds to the original document. I agree to the processing and storage of my data for the purpose of the reliability check and I have taken note of the information attached to this application.

Place, Date

Signature applicant

To be filled out by the employer:

The above mentioned information is confirmed. It is further confirmed that the above mentioned applicant is obliged to be subject to a reliability check in accordance with §7 sect. 1 n. 2, 3 or 5, and the costs for the inspection will be covered.

Intended occupation in the company	Employed since MM/YYYY	The applicant is has been employed by me for at least five years Yes <input type="checkbox"/> No <input type="checkbox"/>
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Branch, if applicable (employment company)	Head office (employment company) incl. e-mail address	If different: Billing address
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Only to be filled out for temporary employment:

Engaged at company	Full address incl. e-mail
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 Stamp and signature of the employer

Information on the reliability check in accordance with § 7 Aviation Security Act (LuftSiG)**1. Reliability Check**

In order to protect against attacks on the safety of civil aviation the aviation security authority, in accordance with §7 sect. 1 LuftSiG, has decided to subject the following to a reliability check: among others, airport and airline personnel, freight, mail and cleaning companies, as well as suppliers of goods and comparable supply companies, in particular those involved in the secure supply chain, which have direct influence on the safety of air transport.

2. Responsible Aviation Security Authority

For the government district Düsseldorf or Cologne the air safety authority responsible is the district government of Düsseldorf –Department 26 / Aviation Security- Am Bonnehof 35, in 40474 Düsseldorf, if this is where the headquarters of the company where the applicant is employed or supposed to be employed are located.

3. Purpose of data collection, processing and use

Within the framework of the background check, your data will be passed on to the police enforcement and constitution protection authorities of the federal states, the Federal Central Register and, if necessary in individual cases, the Federal Criminal Police Office, the Customs Criminal Police Office, the Federal Office for the Protection of the Constitution, the Federal Intelligence Service, the Military Counterintelligence and the Federal Commissioner for the Records of the State Security Service of the former German Democratic Republic. If necessary in individual cases, enquiries are made to the competent foreign authorities in the case of foreign applicants.

If the information provided by the aforementioned authorities gives rise to doubts as to their reliability, the aviation security authority may obtain information from law enforcement authorities. Your personal data will be electronically stored and used by the aviation security authority only in the context of the background check. The aviation security authorities will inform each other of the performance of background checks, insofar as this is necessary in individual cases.

Further information, especially regarding the rights of the affected can be found here: <http://www.brd.nrw.de/service/datenschutz.html>. On request this information can be explained verbally or in writing.

4. Duty to cooperate

In accordance with §7 sect. 3 aviation security law you are obliged to cooperate in your verification of reliability. In particular, you must provide truthful information when submitting your application and, if applicably, during a hearing, insofar as this is necessary in the case of facts that give rise to doubts about your reliability. It is an administrative offence to intentionally or negligently provide false information. In accordance with § 11 law on administrative offences (OWiG) administrative offences can be punished by a fine of up to one thousand euros or in accordance with § 18 sect. 2 LuftSiG with a fine of up to ten thousand euro.

5. Certificates of exemption from punishment, foreign certificates of good conduct, etc.

If the applicant has resided in a foreign country for more than two months during the last 5 years, they will have to present a certificate of exemption from punishment, a certificate of good conduct or a criminal background check from their country of residence.

The District Government Düsseldorf does not need translations for the following languages: English, French, Dutch, Italian and Spanish. German citizens may, under certain circumstances, be exempt from this proof if they are subject to the exchange of criminal information based on the European Convention on Mutual Assistance in Criminal Matters due to their residence in an EU state. In this case, please contact me before submitting your application.

6. Obligation to notify in the event of a change of personal data

The affected is in accordance with §7 sect. 9a LuftSiG obliged to let the district government Düsseldorf know within one month if they change their name, their address (as far as the change of residence does not take place within a (federal) country), their employer or their type of employment (for which the reliability check is needed)

The employer is in accordance with §7 sect. 9b LuftSiG obliged to notify the district government Düsseldorf of any changes with regard to the employment of the person within one month.

7. Reservation of revocation

The result of this review is subject to revocation at any time, as new information about the applicant may be subsequently provided by the authorities involved.

8. Notification of the result of the reliability check

The result of the reliability check will be communicated in accordance with §7 sect. 7 LuftSiG to the affected, their current employer or the airport, aviation and air traffic control company as well as the involved federal and state police and constitutional protection authorities.

9. Validity and reapplication

The confirmation of reliability is in principle valid for five years and is recognised nationwide. If the application is rejected, another application can be put forth at the earliest after the end of the year, as long as the affected does not prove that the reasons for the rejection were dropped earlier.

10. Employment relationship

Furthermore, a proof of the times through official documentation which include the required information (start and end of employment, type of employment) is necessary. This can be for example job references, business registrations (if necessary including proof of the existence of the business), social security certificates or similar. Because an employment contract, for example, only includes the date of the beginning of employment, an account statement (blackened) can be presented which proves that the applicant is still receiving a salary from the employer in question.

When examining training periods, evidence may include training certificates, diplomas or certificates of acquired qualification, provided that the period in question is mentioned.

Gaps (longer than 28 days) can be filled out different ways. For journeys outside Europe, the passport with the corresponding visa endorsements, flight and hotel bills, and possibly also a travel blog on the internet or similar can be presented. If the applicant did not travel, then, among other things, official certificates can prove unemployment, care work (certificate of receipt of care allowance) or similar. Supporting documents should preferably be submitted in German. English documents are accepted as well. Other foreign language documents must be translated and certified at the applicant's expense. In individual cases, proofs in other languages may also be accepted if they are plausible.

11. Fee

The background check is subject to a fee, the costs of which are borne by the employment company (§7 sect. 2 sub-sect. 2 LuftSiG)