

Application for a Niederrhein Airport Security ID and/or a Criminal Background Clearance.
(against charges)

Dear madam / sir,

This is an application for a Niederrhein Airport Security ID (NRN ID) and/or for a German Criminal Record Check . Rules and regulations as stated in the German Aviation Security Act apply. The German Criminal Record Check has a validity of five years and must be applied for again at latest three months before its validity expires.

Important: you must apply for a BC at least one month before commencing your job at NRN.

Your application will only be accepted and processed if following information has been provided, respectively completely filled out:

- Copy of valid passport
- Signatures: yours and your employer
- Criminal records (background clearance) if you lived (registered address) the last 5 years not in Germany and/or you registered address at the present is not in Germany, from the states where you lived (only original documents are accepted)
- Copy from your last German Criminal Record Check if this is an renewal application

Please read attached information on page 5 and keep this for your own records.

For ID-Office use only!!

Personalnummer:	LBAZ:
Eingangsdatum:	BC:
Verarbeitungsdatum:	Schulungsart Datum:
Verrechnung:	Originalausweis hat vorgelegen:

To be completed by the Employee

(Please use block capitals)

Have you previously applied for an NRN ID?: Yes No

Have you recently applied for a Criminal record Check at another German Airport? Yes No

If yes, for which airport? Please attach copy.

always fill out completely:

Surname (including evt. former names)		Birth name	
Given name		Other given names	
Nationality	Dual nationality	Former Nationality	
Phone		E-Mail	
Date of birth TT.MM.JJJJ		Place of Birth	Country of birth
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Passport number (attach copy)			

Main and secondary registered addresses over the past 10 years

Residences over the past 10 years must be specified in full and with the exact time period (MM.YYYY). Do not enclose confirmations of residence registration. **Enclose a separate sheet if needed.**

Address and Postal Code	
City / Country	Period: from – to - MM.YYYY. From: To: :

Address and Postal Code	
City / Country	Period: from – to - MM.YYYY. From: To: :

Address and Postal Code	
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To be completed by the employer of the applicant

(Please use block capitals)

Surname / given names of employee:

Name, address and contact of employer:

Name:
Address:
Contacts:

Application for access to the security restricted areas

Actual start of employment: dd.mm.yyyy _____

Description of employee's work:

If the applicant need to work in the security restricted area, the employer herewith confirms that:

- the applicant requires authorisation and a ID-card for his/her work
- as far as the employer is aware, the details given by the applicant are correct and he is not aware of any fact that may call the applicants reliability into doubt
- changes concerning the employee and/or his function or new information on his reliability (criminal convictions) will be immediately reported to the NRN Airport-ID office
- he will inform the aviation security authorities and the NRN Airport-ID office within one month if there are changes in his job description

Place and date

Name and signature of authorised person

General Information

(This information is a summary of the original German document. The German version is binding. Please ask the ID-Office staff if you have any questions)

Your responsibilities as an ID pass holder include:

- Safeguarding your ID pass and accounting for its lawful use.
- Reporting its loss immediately to the airport.
- Contributing to the overall security at the airport.
- Accepting liability for the search of yourself and items you are carrying when entering or leaving a security restricted area.

Wear your ID pass on outer clothing on the front of the body at chest or shoulder height at all times when on duty at the airport. Failure to wear the ID pass in this manner will result in it being confiscated and you being escorted from the security restricted area.

Present your ID pass to access control staff for inspection and validation whenever access is sought to a security restricted area.

You must:

Show your ID pass upon demand to security staff, police officers and boarder police officers or any persons in control of the area in question, or any officer of the airport company.

Show your ID pass to any person who requests to inspect the ID pass when in the security restricted area.

Return your ID pass within 7 days to the ID Office when the validity has expired, employment is terminated or is withdrawn - temporary ID passes are to be returned immediately. Unauthorised retention or refusal to return the ID pass will be considered as theft and prosecution sought for all offenders. The ID pass remains the property of the airport at all times.

Not knowingly or wilfully alter or tamper with the ID pass in any manner whatsoever.

Ensure you only access areas you are authorised to enter.

Keep items taken into the security restricted area to a minimum and ensure you comply with the prohibited items rules.

Only use your ID pass to enter the security restricted area when you are on duty.

Temporary ID pass holders must keep the identity documents used on issue of the pass with them and present for inspection when required.

The information provided for your ID pass application is required to meet the requirements of the Aviation Security Act and government directions. Checks are made by the authorised authorities to verify the information provided; this will involve seeking additional information from third parties such as previous employers. The information provided along with a copy of your identity document will be stored on a database and will be safeguarded against unauthorised access. Personal data may be disclosed to Police and other Compliance Authorities in the interest of national security and for the prevention and detection of crime.

Contact ID-Office:

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