All fields marked with * are mandatory. Please check or fill in as appropriate!

LANDESDIREKTION SACHSEN | Freistaat SACHSEN

Background Checks (ZÜP)

as per Section 7 of the German Aviation Security Act (LuftSiG)

and

Application for Access Permissions

based on Section 10 of the German Aviation Security Act (LuftSiG) regarding Security Restricted Areas

If you are filling out the application by hand, please use block letters.

1. Security Restricted Areas *

Please check the appropriate Security Restricted Area and submit to the relevant ID office.

☐ **Flughafen Dresden**

Confirmation by ID card center (Date/signature)

☐ **Flughafen Leipzig/Halle**

Confirmation by ID card center (Date/signature)

☐ **EAT/DHL**

Confirmation by ID card center (Date/signature)

2. Applicant's personal information *

Please enclose a two-sided copy of your national ID card or complete copy of your passport - if your current registered address in Germany is not visible on the document, then please also include an official registration form.

Former names must also be indicated. If possible, these are to be documented (separately).

Family name

All registered given names / First and middle names

Sex: ☐ male ☐ female ☐ diverse

Maiden name

Date of Birth

Nationality (also former and double)

Place of birth

Native country

ID card no./ Passport no.

Issued by (authority)

Current residence

Street, house no.

Zip code

City

State (if not in Germany)

Optional information (simplifies queries about the application)

Phone number

Email address

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Stand: 18.08.2025

All fields marked with * are mandatory. Please check or fill in as appropriate!

3. Subject of application *

I hereby apply for

☐ **First-Time Background Check**
(Please complete pages 1 - 6 of the application completely and attach corresponding documents!)

☐ **Repeated Background Check**
(Please complete pages 1 - 6 of the application completely and attach corresponding documents!)

Date of the last check

Authority name

☐ **Confirmation of an existing background check (ZÜP) or a security check in accordance with Section 9 or 10 of the German Security Clearance Check Act (Sicherheitsüberprüfungsgesetz) for access to one of the restricted security areas above**

Check on

Authority name

If a certification has been issued, please include a copy with this application.
(Please complete pages 1 and 2 of the application and enclose the signed declarations on pages 5 and 6)

4. Confirmation by employer * (to be filled in by the employer)

Prospective duty at the airport

Scheduled start of work

Company name

Company address

Contact person at the employer

Name

Phone number

Email address

Note: According to § 7 para. 9b LuftSiG the employer is obliged to inform the responsible Aviation Security Authority within one-month changes concerning the activity of the people.

Declaration of cost coverage

We are aware that we as employer will assume the costs of this check, as specified in Section 7.2 (2) of LuftSiG. An invoice will be issued by the ID card center of the relevant security restricted area.

We confirm that we will be assuming costs
(not applicable by request for confirmation):

Stamp/Date/Employer's signature

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All fields marked with * are mandatory. Please check or fill in as appropriate!

5. Places of residence during the last 10 years * (include attachment if needed)

(longer stays respectively)

If the residence is outside Germany, then please review the corresponding supplementary bulletin on this point. A copy can be downloaded from https://www.lds.sachsen.de/anlagen/?ID=17649 or requested from the ID card center.
For non-EU foreigners living in Germany, a copy of the German residence permit is to be submitted as well.

From Month/Year	To Month/Year	Federal state	Zip Code	City	Street and house number	Officially registered
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

6. Employment, education, training and any gaps

Record and document all employment, education, training and any gaps for at least the last 5 years prior to application.

The information on periods of employment, training and further education and any gaps (longer than 28 days) must be entered in the following table chronologically and in each case with the beginning and end of the activity (DD/MM/YY). In cases where you, as the applicant, have been employed by the company through which the application is made for at least five years - based on the date of application - the procedure is unnecessary.
Your employer is requested to confirm your continuous employment on page 4 of the application under **6.1 employer's confirmation of employment relationship** with signature/stamp.

If this employment lasts less than five years, the table under 6.2 must be used in addition. The relevant supporting documents must be attached to the application. These supporting documents are to be numbered in the order of the table.

Professional activities are to be proven with suitable copies. Periods of employment can be evidenced in particular by employment contracts, employer's references, social security certificates, trade registrations (if applicable, with proof of the existence of the trade).
Training periods can be proven e.g. with training certificates, certificates or attestations of an acquired qualification, provided that the period is evident from them. Gaps in employment history exceeding 28 days must also be stated and supported by appropriate evidence. For this purpose, proof of unemployment, parental leave or receipt of care allowance, for example, may be enclosed. In the case of longer trips, for example, a copy of the passport with the relevant visa endorsements can be submitted.

Please submit the supporting documents in German; if necessary, they must be translated.

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All fields marked with * are mandatory. Please check or fill in as appropriate!

To 6. Employment, education, training and any gaps (to be filled in by the employer)

6.1 .Confirmation of the employer (as under 4.) on the employment relationship

The applicant named under No. 2 has been employed in our company since:

Date

During this time:

- ☐ no gaps (longer than 28 days) have occurred.
- ☐ gaps (longer than 28 days) have occurred.
  These are listed in the following table (Nr. 6.2).

Stamp/Date/Employer's signature

6.2 Proof of employment, education and training for the last 5 years including gaps (longer than 28 days).

Proof no.	From/To (DD.MM.YY)	School/institute/employer (including address), sort of gap

(If necessary, please provide further information on a separate attachment)

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All fields marked with * are mandatory. Please check or fill in as appropriate!

7. Explanations

Explanations of the procedure

The purpose of the background check (ZÜP) is to protect against attacks on the security of civil aviation, in particular against aircraft hijackings, acts of sabotage and terrorist attacks.
The aviation security authority may only use the data collected for the purpose of checking reliability.

If the Aviation Security Authority is required to assess you as unreliable within the meaning of Section 7 LuftSiG on the basis of the results of the check, you will be given the opportunity to comment on the available findings beforehand.
For the duration of the validity of the ZÜP, you are subject to the follow-up report. Each authority involved in the application procedure will inform the competent authority of any relevant findings concerning your person for the duration of the ZÜP.
The findings (e.g. criminal proceedings) may lead to the revocation of the ZÜP.

Declaration of the applicant

I agree to undergo a background check (ZÜP) on the basis of § 7 LuftSiG.

The Aviation Security Authority may, by providing my data:

- make inquiries with the police enforcement and constitutional protection authorities of the federal states, the Federal Police and the Customs Criminal Investigation Office and, to the extent necessary in individual cases, the Federal Criminal Police Office, the Federal Office for the Protection of the Constitution, the Federal Intelligence Service and the Military Counter-Intelligence Service and the Federal Commissioner for the Records of the State Security Service of the Former German Democratic Republic (DDR) about available information relevant to the assessment of reliability

- obtain unrestricted information from the Federal Central Register, information from the Education Register and information from the Central Public Prosecutor's Proceedings Register,

- in the case of foreign persons concerned, request information from the Central Register of Foreigners and, insofar as necessary in the individual case, direct enquiries to the competent foreigners authorities regarding indications that the person concerned may have an adverse effect on public security,

- to the extent necessary in individual cases, make enquiries of aerodrome operators and air carriers as well as of the employers of the last five years and the current employer of the person concerned as to information available there which is significant for the assessment of reliability.

If the information provided by the aforementioned authorities gives rise to doubts as to the reliability of the person concerned, the Aviation Security Authority may obtain information from law enforcement authorities.

I am obliged to cooperate. Insofar as this is required in individual cases, this duty to cooperate may also include the obligation to provide a medical opinion if facts give rise to the assumption of alcohol or medication dependence, or to carry out a test for narcotics in accordance with the Narcotics Act. This obligation also applies if the review has already been completed but there was or is evidence of abuse of alcohol, medication or narcotics.

I acknowledge that

that the result of the check will be forwarded to the federal and state police and constitutional protection authorities involved and to the Customs Criminal Investigation Office.
my above-mentioned personal data and information on the result of the background check will be stored in the IT system of the responsible Aviation Security Authority and the airport operator.
my Surname, first name, maiden name (if applicable), date and place of birth as well as information on the result of the background check will be stored in the IT system of the joint aviation security register (Section 7a of the German Aviation Security Act (LuftSiG))

My personal data processed within the framework of the background check will be stored

1. by the Aviation Security Authority

   a. in the case of a positive decision, for up to three years after the expiry of the validity of the background check

   b. in the case of refusal or revocation of good repute up to 2 years after refusal or revocation

   c. immediately after the withdrawal of the application by the person concerned, provided that a decision has not yet been taken on the application

   d. in the case of Section 7 paragraph 2 sentence 4, within three years of the identification of a security risk pursuant to Section 5 of the Security Clearance Act

2. from the above-mentioned authorities and bodies involved for up to 5 years and 3 months from the date of the request by the Aviation Security Authority.

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To 7. Explanations

I confirm with my signature that

1 I have taken note of and agree to the instructions, explanations on the procedure and the declaration,

2 I have not submitted an application for a background check pursuant to § 7 LuftSiG to any other authority which has not yet been decided upon,

3 I have provided the above information truthfully and completely to the best of my knowledge and belief.

Pursuant to § 7 para. 9a LuftSiG, I am obliged to notify the Aviation Security Authority of the following within one month:

- Changes of my name,
- Changes of my current place of residence, unless the change of residence takes place within a (federal) country
- Changes in my employer,
- Changes in the nature of my employment.

I will notify the Aviation Security Authority of the changes in writing. At the same time, the responsible identification office at the airport is to be informed.

Data protection notice
Your data will be processed by the Landesdirektion Sachsen in the performance of its duties in accordance with the applicable provisions on data protection. You can find further information on the processing of data and your rights in relation to the processing of data under the link www.lds.sachsen.de/datenschutz and in the information sheets posted there.

Date

Signature of the applicant
(For underage applicants, the signature of the legal guardian(s) is also required!)

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