

IMPORTANT INFORMATION ABOUT ISSUING AN AIRPORT IDENTIFICATION CARD

In accordance with Regulation (EC) 300/2008 in conjunction with Implementing Regulation (EU) 2015/1998 and the Austrian Aviation Act [*Luftfahrtgesetz*], when an Airport Identification Card authorising unaccompanied access to the sensitive section of the security area is required for official business purposes, the following points must be fulfilled:

APPLICATION FORM (page 2)

The application form must be completed in full and transmitted to Flughafen Graz Betriebs GmbH **at the earliest 3 months or at the latest 6 weeks** before the commencement of employment or the expiry of the card validity. The application form can be handed in personally to the ID card office or emailed to ausweis@flughafen-graz.at. Application forms can only be processed when they have been filled in correctly and completely.

SAFETY TRAINING

Once the application form (page 2) has been transmitted, the login details for the learning platform will be emailed to the email address provided on the application form, and the online training will be activated for you. You will be asked to select your own password, which will remain valid until your Airport Identification Card is returned or expires. After the online training has been successfully completed together with a test of your knowledge, you will be able to complete the on-site training (control questions).

BACKGROUND CHECK

The application for a background check must be submitted annually on time by the employer or applicant via the Business Service Portal (www.usp.gv.at)!

The background check via the Business Service Portal is provided and operated by the Federal Ministry of Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK). If you have any questions about using this portal or wish to report errors, please contact the BMK Helpdesk, either by phone on **+43 (0) 1 2530188 7953** or by email to serviceentry.zuep@acp.at.

Only after you have transmitted your complete and correct personal details via the USP will Graz Airport be able to request a background check from the responsible authority. **Exclusively the applicant is responsible for the correctness of the details submitted!** The Airport Identification Card can only be issued once the responsible authority has awarded the applicant the status "reliable". Please note that incorrect or missing details or documents automatically lead to security concerns, and the process must then be repeated at the applicant's expense. The processing period for the background check is usually four weeks. The applicant's status is visible on the portal.

DRIVING INSTRUCTION (optional)

If the applicant needs to drive a motorised vehicle on the apron without guidance, pursuant to Regulation (EU) 139/2014 they are obliged to undertake theoretical and practical driving instruction. The theoretical training will be completed as part of the EU Safety Training (Chapter 9 - Safety). The practical training can be completed on-site after successfully completing the EU Safety Training, by appointment with Mr Ewald Hauptmann (hauptmann.ewald@flughafen-graz.at or phone 0316/2902-231).

COSTS

A fee is payable for issuing an Airport Identification Card! The costs incurred will be invoiced to the invoice address stated on the application form. The current prices for issuing an Airport Identification Card can be found on our website:

www.flughafen-graz.at/ausweiskosten

COLLECTION

After the safety training, background check and if applicable the driving instruction have been successfully completed, and after you have taken note of the safety regulations and data processing information, the Airport Identification Card can be collected from the ID card office Monday to Thursday (excluding public holidays) between 09:00 and 12:00, or by appointment (ausweis@flughafen-graz.at or 0316/2902-400).

All the important information about applying for and collecting your Airport Identification Card can be found on our website at:

www.flughafen-graz.at/antrag

APPLICATION FOR AN AIRPORT IDENTIFICATION CARD

NEW APPLICATION

EXTENSION

SECOND ID CARD**

** A copy of the valid Airport Identification Card from VIE, LNZ, KLU, INN or SZG must be attached to the application!

APPLICANT / ID CARD HOLDER

First name*		Last name*	
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Date of birth*		Telephone*	
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Email*		<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other
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EMPLOYER / INVOICE ADDRESS

Name*		Street/no.*	
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Postcode/Town*		VAT no.	
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Email*		Telephone*	
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OFFICIAL BUSINESS AT GRAZ AIRPORT*

*Obligatory fields

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Unaccompanied access for exercising official business is required for:

Public and non-public areas (administration, freight building, terminal)

Sensitive section of the security area (apron, baggage centre, aircraft, transit area)

 (See page 1 – Driving instruction)

Cargo (Customs warehouse area – proof of successfully completed training must be presented pursuant to Regulation (EU) 2015/1998 Pt. 11.2.3.9!)

Unaccompanied access to the sensitive section of the security area can only be granted after positive completion of a background check pursuant to Section 134a Para. 1 Luftfahrtgesetz and safety training pursuant to Regulation (EU) 2015/1998 Pt. 11.2.6.

Declaration: By completing this form, the employer/applicant confirms that the applicant needs to enter the areas of Graz Airport selected above for their official activities and shall be liable for returning the Airport Identification Card at the end of the stated official activity. If a new Identification Card is not collected within 6 months of applying to Flughafen Graz Betriebs GmbH, the application shall cease to be valid and a new application must be submitted. Pursuant to Section 134a Para. 4 Luftfahrtgesetz, Flughafen Graz Betriebs GmbH reserves the right to refuse an application for the issuing of an Airport Identification Card without providing a reason.

As the applicant for an Airport Identification Card, I agree to undergo a background check pursuant to Section 134a Para. 1 Luftfahrtgesetz and to my details being forwarded to the responsible Federal Ministry for the purpose of this check. I affirm that I have completed my details truthfully and in full to the best of my knowledge and belief. I declare my express agreement to my personal and biometric data being stored in the IT systems of Flughafen Graz Betriebs GmbH. I have read, understood and fully noted the legal notes and the information on page 1.

DATE

EMPLOYER'S SIGNATURE

APPLICANT'S SIGNATURE