

## IMPORTANT INFORMATION ON THE ISSUANCE OF AN GRAZ AIRPORT IDENTIFICATION CARD

For the issuing of an Graz airport identification card application with the authorisation for unescorted access to the critical part of the security restricted area in the course of official business, the following points must be fulfilled in accordance with Framework Regulation (EU) 300/2008 in conjunction with Implementing Regulation (EU) 2015/1998 and the Austrian Aviation Act:

### APPLICATION (page 2)

The application must be completed in full by the employer and the applicant and submitted to Flughafen Graz Betriebs GmbH at the earliest 3 months and at the latest 6 weeks before the start of employment or expiry of the identification card validity. The application can be handed in personally at the ID card office or sent by e-mail to [idcard@graz-airport.at](mailto:idcard@graz-airport.at). Only correctly and completely filled in applications can be processed.

### SECURITY TRAINING

After submitting the application (page 2), the applicant will be sent the access data for the online training to the e-mail address specified in the application. After positive completion of the online training, it is necessary to complete the security training on site.

### BACKGROUND CHECK

**The application for a background check must be submitted by the employer/applicant via the business service portal ([www.usp.gv.at](http://www.usp.gv.at)) in due time on an annual basis!**

The background check via the business service portal is provided and operated by the Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK). If you have any questions about the app or wish to report errors, please contact the ICT Department of the BMK per phone: **+43 (0) 800 21 53 59** or per e-mail [serviceentry.zuep@bmk.gv.at](mailto:serviceentry.zuep@bmk.gv.at).

Only after the complete and correct personal data has been transmitted via the BSP can Graz Airport apply for a background check with the competent authority. The applicant is solely responsible for the correctness of the information! The airport identification card can only be issued once the competent authority has granted the applicant the status of "reliable". Please note that incorrect or missing data or documents will automatically lead to security concerns and the process will have to be repeated at a charge. The processing time for the background check is usually four weeks. The respective status of the applicant can be seen in the app.

### DRIVING INSTRUCTION (optional)

If the applicant is required to drive a motorised vehicle without pilotage on the apron, he/she is required by Regulation (EU) 139/2014 to undergo theoretical and practical driving instruction. training is completed in the course of the EU security training (Chapter 9 - Safety). The theoretical and practical training can be done on site after making an appointment with Mr. Christian Ninaus ([christian.ninaus@graz-airport.at](mailto:christian.ninaus@graz-airport.at) or telephone +43 316 2902 154).

After successfully completing the practical and theoretical driving instruction, the driver's license is valid for 5 years. However, a theoretical refresher training is legally required every 2 years. This training is offered online, and you will be informed in a timely manner about the necessity of the training!

**If you do not complete these refresher courses despite multiple reminders, your driving permit will be revoked!**

After the expiration of the driver's license validity, you must undergo practical and theoretical initial training again for its renewed issuance.

**The Flughafen Graz Betriebs GmbH assumes no liability for damages of any kind, despite the validity of a driving authorization on the apron.**

### COSTS

The current cost overview for a ID card issuance can be found on our website: [graz-airport.at/idcard](http://graz-airport.at/idcard)

### COLLECTION

The Graz Airport ID Card can be obtained – after positive completion of the security training, the background check, if applicable, the driving instruction and taking note of the security regulations and information on data processing – by appointment at the ID Office ([idcard@graz-airport.at](mailto:idcard@graz-airport.at) or +43 316 2902 400. The ID Office is generally open from Monday to Thursday from 08:30 a.m. to 3 p.m. and on Fridays from 08:30 a.m. to noon.

You can also find all important information on our website at: [graz-airport.at/idcard](http://graz-airport.at/idcard)

## AIRPORT IDENTIFICATION CARD APPLICATION

☐ NEW APPLICATION
 ☐ RENEWAL
 ☐ SECOND IDENTIFICATION CARD\*\*

\*\* A copy of the valid airport identification card of VIE, LNZ, KLU, INN or SZG must be attached to the application!

### APPLICANT / CARDHOLDER

First name*		Surname*	
Date of birth*		Phone*	
E-mail*		<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> other	


### EMPLOYER / BILLING ADDRESS

Name*		Street/No.*	
Postcode/Town*		VAT Reg. No.	
E-mail*		Phone*	

### OFFICIAL DUTIES AT GRAZ AIRPORT\*

\*Mandatory fields

Unescorted access to perform official duties is required for:

- ☐ public and non-public areas (administration, cargo building, terminal)
- ☐ **critical parts of the security restricted area** (apron, baggage centre, aircraft, transit area)
- ☐  (see page 1 - Driving instruction)
- ☐ **Cargo** (cargo warehouse – a certificate of the training according Regulation (EU) 2015/1998 11.2.3.9 is mandatory!)

Unescorted access to security restricted areas can only be granted after positive completion of a background check in accordance with § 134a para. 1 Aviation Act and security training in accordance with EU Regulation 2015/1998 11.2.6.

**Explanation:** The employer/applicant confirms by the production that the applicant has to enter the above selected areas at Graz Airport for his/her official duties and is liable for the return of the airport identification card upon termination of the said official duties. If the new identification card is not collected within 6 months from the date of application (sending) to Flughafen Graz Betriebs GmbH, the application loses its validity and must be made again. In accordance with the Austrian Aviation Act §134a para. 4, Flughafen Graz Betriebs GmbH reserves the right to refuse an application for an airport identification card without giving reasons.

I, as the applicant for an airport identification card at Graz Airport, agree that I will be subjected to a background check in accordance with §134a para. 1 of the Austrian Aviation Act (Luftfahrtgesetz) and that my data will be forwarded to the responsible federal ministries in this context. I certify that the information I have provided is true and complete to the best of my knowledge and belief. I expressly consent to my personal and biometric data being stored in the EDP system of Flughafen Graz Betriebs GmbH. I have read, understood and acknowledged the legal information and the information on page 1 in their entirety.

DATE

EMPLOYER'S SIGNATURE AND STAMP

APPLICANT'S SIGNATURE