

APPLICATION

for issue of an airport ID card for Graz Airport

Applications for the issue and renewal of an airport ID card must be submitted at the earliest 3 months or at the latest 6 weeks before the start or expiry of the validity of the pass.

Unaccompanied access to the security area is **not permitted without a valid airport ID card!**

The applicant applies for the issue of an airport ID card for the performance of official activities in the following areas at Graz Airport:

B <input type="checkbox"/> C <input type="checkbox"/>	VF GAC <input type="checkbox"/> VF <input type="checkbox"/> GPZ <input type="checkbox"/> LFZ <input type="checkbox"/> T <input type="checkbox"/>
	<input type="checkbox"/> FB - driving on the apron with a vehicle without pilotage (see page 2)



B=Administrative area, **C**=Cargo, **VF GAC**=Apron General Aviation, **VF**=Apron Lines/Charter incl. GAC **GPZ**=Luggage centre, **LFZ**=Aircraft Line/Charter, **T**=Gates/Departure area,

PERSONAL DATA: (FILL IN BLOCK LETTERS LEGIBLY)

Titel/ First name:
Last name:
Date of birth:
Gender: female male
Place of birth:
Nationality:
Postal code/ main residence:
Street/ number:
E-Mail:
Telephone:
Activity:
Company/association/Aircraft ID:
Date of application:



An issue of the airport ID card, including training and the background checks are subject to cost!

To be filled in by the ID office:

ZÜP eingereicht: _____ Personalkategorie: KAT 1 KAT 2 KAT 3 KAT 4
 4-Wochenfrist: _____ Gültigkeit: 3 JAHRE 5 JAHRE _____
 SISCHU absolviert _____ Fahrprüfung absolviert _____
AUSWEIS ausgegeben am: _____

Costs and information for collection

The employer/applicant confirms that the applicant must enter the areas selected above at Graz Airport for his or her official activities and is liable for the return of the airport pass upon termination of the aforementioned official activity. The issue of the airport ID card and the associated training and background checks are subject to a charge. If the new ID card is not collected within 6 months of the application being made (sent) to Flughafen Graz Betriebs GmbH, the application loses its validity and must be applied for again.

ID issue	€	30.-	(€ 36.- incl. 20 % VAT)
EU safety training	€	70.-	(€ 84.- incl. 20 % VAT)
Practical driving training	€	80.-	(€ 96.- incl. 20 % VAT)
Background check	€	7.-	(In accordance with § 140d of the Austrian Aviation Act BGBl. I No. 173/2004)

Invoice address and VAT No:

.....

.....

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Date: **Signature/Stamp**



Driving on the apron with a vehicle:

According to Regulation (EU) 139/2014, if the applicant has to drive an engine-powered vehicle without pilotage, he is obliged to undergo theoretical and practical driving instruction. The theoretical training is part of the EU safety training (Chapter 9 Safety). The practical training can be completed on site after positive completion of the EU safety training (certificate) and by appointment with Mr. Ewald Hauptmann (hauptmann.ewald@flughafen-graz.at) or by phone 0316/2902-231).

The airport ID card will only be issued after:

- Expiration of a waiting period of at least 4 weeks (background check)
- Positive completion of EU safety training (certificate)
- The receipt of payment
- Positive practical driving instruction (optional)
- Identification with a valid photo ID upon collection
- Observance of the safety regulations

The airport ID card application (pages 1 to 4) can be sent personally (ID card office or Operations Office) or scanned in by e-mail (ausweis@flughafen-graz.at) to the ID office.

Incomplete and signed applications will not be processed!

The airport ID card can be collected from Mon-Thu 8:30 a.m. to 3:00 p.m. and Fri from 8:30 a.m. to noon at the ID office by appointment (ausweis@flughafen-graz.at or 0316/2902-125).

SAFETY REGULATIONS AT GRAZ AIRPORT

The holder of this airport identification card has acknowledged or given his or her consent that:

1. applications for the issue of an airport ID card must be completed in full at the ID office at the earliest 3 months or at the latest 6 weeks before the intended commencement of the activity;
2. the airport ID card is only valid for the person(s) entitled to use the service in the assigned areas, is not transferable and unauthorised persons are not permitted to accompany them;
3. the holder of an airport ID card with appropriate authorisation is entitled to accompany persons with visitor IDs into security areas. The airport ID card holder must always keep an eye on the person accompanied and bears full responsibility for the person accompanied.
4. the personal data are stored in computerised form and transmitted to the authority for the purpose of a background check and that for security reasons it is possible to revoke the airport card at any time. In this case, there is no claim to reimbursement of production costs;
5. the parts of the airport that are not generally accessible may only be entered for compelling official reasons;
6. only those zones may be entered for which the airport ID card is valid (see front page);
7. the provisions of Regulation (EC) No. 300/2008 of the European Parliament and of the Council, the Civil Airport Operations Regulations (ZFBO), the Air Traffic Regulations (LVR) in their currently valid version, the Civil Airport User Conditions and the Road Traffic Regulations (StVO) must also be observed when entering parts of the airport that are not generally accessible;
8. the airport ID card remains the property of Flughafen Graz Betriebs GmbH and is to be returned immediately and without request after expiry or change (as per item 16) of the period of validity or if the reasons for access authorisation (e.g. withdrawal from the employment relationship, change of function) no longer apply. Flughafen Graz Betriebs GmbH reserves the right to charge the applicant **€ 90.-** for any additional expenses incurred due to the late return of the airport ID card. Any loss or theft must be reported immediately to Flughafen Graz Betriebs GmbH. For each new issue of an ID card **€ 30.-** will be charged;
9. smoking is strictly forbidden on the aprons, in the hangars, public areas and in the specially designated areas;
10. the airport ID card must be shown to the authorised inspection staff without request when entering the parts not generally accessible or must be worn clearly visible on the front of the body at chest height;
11. any access to taxiways and runways is only permitted with the permission of Air Traffic Control (ACG) and the Airside Duty Manager;
12. which result from customs and police restrictions on the use of certain parts of the airport, control rights of the customs and security authorities exist and goods carried are to be declared to the customs or security authorities without being asked;
13. failure to comply with any of the above points or misuse of the airport pass may result in immediate withdrawal and, if necessary, administrative penal proceedings;
14. the provisions of the Road Traffic Regulations as amended from time to time must be complied with mutatis mutandis, unless deviations from Flughafen Graz Betriebs GmbH have been specified that have been announced accordingly;
15. which must be accompanied by a confirmation of the security training at Graz Airport for the assignment of the entire apron, apron GAC, transit, LFZ and GPZ authorisation;
16. the issued airport ID card automatically loses its validity after the expiry of the stated date and must then be applied for again. Due to official regulations, the period of validity may also be shortened in the course of the implementation of Regulation (EC) No. 300/2008.
17. his/her biometric data will be processed and stored solely for the purpose of the biometric access control system. More detailed information on data protection is available at www.flughafen-graz.at/en/data-protection.html.

Airport ID card received on:

Airport ID card transferred and taken note
of and agreed to the safety regulations:



ANNEX A

Safety declaration and declaration of consent

Should you have to enter the following areas at Graz Airport (**VF GAC, VF, T, LFZ, GPZ**) in order to carry out your activities, you are obliged to be subject to a background check in accordance with §134a para. 1 of the Aviation Act and safety training in accordance with Regulation (EC) 300/2008. **FILL IN USING BLOCK LETTERS, LEGIBLY AND COMPLETELY!**

FIRST NAME:

LAST NAME:

E-MAIL:

DATE OF BIRTH:



The access data including the information sheet for the safety training according to Regulation (EC) 300/2008 will be sent to you by e-mail.

Employment relationships/training relationships over the last 5 years	
Year 1	from: until:
Activity:
Company/educational
Year 2	from: until:
Activity:
Company/educational
Year 3	from: until:
Activity:
Company/educational
Year 4	from: until:
Activity:
Company/educational
Year 5	from: until:
Activity:
Company/educational



Declaration: I, as applicant for an airport ID card at Graz Airport, agree that I will be subjected to a background check in accordance with §134a, paragraph 1 of the Austrian Aviation Act and that my data will be forwarded to the responsible federal ministries. I assure you that to the best of my knowledge and belief, I have filled out my details on page 1 and in Annex A (page 4) truthfully and completely.

I expressly agree that my personal data, as well as information on the result of the background check, may be stored in the computer system of Graz Airport. I have read, understood and taken full note of the legal information and the declaration on the background check to be carried out.

Date:

Signature of the applicant:

