

IMPORTANT INFORMATION ON THE ISSUANCE OF AN AIRPORT IDENTIFICATION CARD

For the issuing of an 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 ausweis@flughafen-graz.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 training, the printed certificate must be handed in at the time of collection or sent in advance by e-mail to ausweis@flughafen-graz.at.

BACKGROUND CHECK

The application for a background check must be submitted by the employer/applicant via the business service portal (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:

Phone: **+43 (0) 1 2530188 7953** or Mail serviceentry.zuep@acp.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.

Instructions for the BSP (Business Service Portal) can be found on our website at:
www.flughafen-graz.at/antrag

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. The theoretical training is completed in the course of the EU security training (Chapter 9 - Safety). The practical training can be done on site after positive completion of the EU security training (certificate) and after making an appointment with Mr. Ewald Hauptmann (hauptmann.ewald@flughafen-graz.at or telephone 0316/2902-231).

COSTS

For the issuance of an airport identification card, the following costs will be charged to the billing address stated in the application:

Issuing of identification card	€ 30.00	(€ 36.00 incl. 20% VAT)
EU security training	€ 70.00	(€ 84.00 incl. 20% VAT)
Practical driving instruction	€ 80.00	(€ 96.00 incl. 20% VAT)
Background check	€ 35.00	(official charges)

COLLECTION

The 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 (ausweis@flughafen-graz.at or 0316/2902-125). 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.

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*	
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Date of birth*		Phone*	
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E-mail*		<input type="checkbox"/> female	<input type="checkbox"/> male	<input type="checkbox"/> other
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EMPLOYER / BILLING ADDRESS

Name*		Street/No.*	
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Postcode/Town*		VAT Reg. No.	
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E-mail*		Phone*	
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OFFICIAL DUTIES AT GRAZ AIRPORT*

*Mandatory fields

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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 (security restricted area - cargo warehouse)

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 300/2008.

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 (Luffahrtgesetz) 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

APPLICANT'S SIGNATURE

CHECKLIST AIRPORT IDENTIFICATION CARD FOR EXTERNAL COMPANIES



TO BE DONE BEFORE COLLECTION

- Complete the airport identification card application (page 2), sign it and send it to Flughafen Graz Betriebs GmbH. Please send by e-mail to: ausweis@flughafen-graz.at
- Apply for the background check for Graz Airport via the business service portal (www.usp.gv.at) and receive the status *RELIABLE*.
- Pass the EU security training online and print out the certificate or send it by e-mail to ausweis@flughafen-graz.at.
- Pass the practical driving instruction by appointment with Mr. Ewald Hauptmann (hauptmann.ewald@flughafen-graz.at or 0316/2902-231). *(Only necessary if driving access without pilotage was requested on page 2!)*
- Payment of the identification card costs according to the transmitted invoice.
- Agree an appointment with the ID office (ausweis@flughafen-graz.at or 0316/2902-125).

BRING THE FOLLOWING WHEN COLLECTING THE CARD

- ✓ An official photo ID card for identification purposes
- ✓ If not sent in advance by e-mail, the EU security training certificate.
- ✓ The data protection and security declaration, which has been acknowledged, signed and printed out (also available at the ID card office)