

Requirements and Instructions for Obtaining an Airport ID Card

1. Necessity

The necessity to access the airside of the airport must be demonstrated.

This is applicable if you are:

- › An employee of Münster/Osnabrück Airport
- › An employee of a tenant or a local association
- › Commissioned by Münster/Osnabrück Airport or a tenant

2. Background Check

You must present a reliability check in accordance with § 7 Abs. 1 LuftSiG conducted by the responsible aviation security authority. This can be applied for via the following link: [OSIP Server of the Münster District Government](#)

3. This Application

Complete the application on the following pages. The email address of the applicant must be personalized. Applications with email addresses such as [info@domain.com](#) or [support@domain.com](#) will not be processed. All fields on the ID card application must be fully completed and signed.

Optional – Submit a Category Application only if applicable You only need to submit the category application if a category applies to you and this is confirmed by the airport.

Send the Application to ausweisstelle@fmo.de

4. After Submitting Everything, Send an Email to schulungen@fmo.de with:

- › The names of the individuals who need access to our training system.
- › If a valid training certificate “11.2.6 based on Implementing Regulation (EU) 2015/1998” (or higher) is available, we will recognize it – please also send this to schulungen@fmo.de

5. Training Sessions

To obtain the ID card, you must complete at least the following training sessions due to legal requirements:

1. Aviation Security - 11.2.6 (Please print this certificate!)
2. Safety Management System (SMS)
3. Working on the Apron - Ramp Safety (External)

Once these steps are completed, you can schedule an appointment with the ID card office to collect the ID card. Please be sure to bring a valid identification

document with you (Driver's licenses cannot be accepted). After completing the training, it is necessary to print the "Aviation Security - 11.2.6" certificate and have the practical instruction confirmed on it ("practical instruction at FMO completed. Date, stamp, signature").

The practical instruction can be conducted by your supervisor who has held an airport ID card for some time or by the designated department at FMO.

Private pilots should contact the Operations Center. After the instruction, send the training certificate with the confirmation of the instruction to schulungen@fmo.de.

Contact Information:

Münster Osnabrück Airport GmbH
ID Card Office
Airportallee 1
48268 Greven

ausweisstelle@fmo.de Tel.: +49 2571 – 94-3110

Application for Airport Security ID			
Initial Application	Renewal		
Applying Company			
Name			
Street			
Postal Code, City, Country			
Email of Authorized Signatory			
If applicable: Principal for Activities at the Airport			
I/We hereby apply for an airport security ID for the applicant for the following areas:			
Airside - Arrival Hall Only		Complete Security Restrictive Areas	
I fully acknowledge Declaration "A" including the deposit payment			
(Date / Signature of Authorized Signatory)			
Bestätigung gemäß beigefügter Erklärung "B"			
(Date/Signature of Authorized Signatory)			
Applicant	male	female	Divers
Name <small>(and any former or maiden name, if applicable)</small>			
First Name(s)			
Date of Birth			
Street, House Number			
Postal Code, City, Country			
Email of Applicant			
Job Title/Description			
Acceptance of costs according to the Airport Charges	Airport Security ID including processing and ID holder		
I fully acknowledge the attached declaration for the airport security ID application, especially Declaration "C"			
(Date, Signature of Applicant)			
FMO Responsible Center		KST	Charges Forwarding
FMO Approval (Head of Security)	as requested		
(Date Signature)		(Signature Verification Checked)	

NOTE: Incomplete or incorrectly filled out applications will not be processed.

Attachment: Data Protection - Checklist for Aviation Security Training and Declarations A, B, and

A. Declaration of the Applying Company

The applying company assures that:

- › The incurred costs for the background check and ID issuance as stated on the reverse side will be covered, and the fees of €45 for the reliability check, effective since 01.10.2019, will be paid immediately after the application submission via the online server of the Münster District Government.
- › The information stated on the reverse side is truthful,
- › The details provided by the applicant are complete and match the given identification document,
- › The responsible person and the ID applicant are reachable under the provided email addresses,
- › The airport service ID is necessary to fulfill official duties,
- › Only areas that the applicant needs to access to perform their duties are applied for,
- › The required work and residence permit is available,
- › The company will bear the costs for the issuance of the airport ID and the reliability check,
- › The FMO Münster/Osnabrück Airport ID office will be notified if the employment relationship with the ID holder ends, no further employment at the airport occurs, or other prerequisites for the possession of this ID no longer exist,
- › The proper return of the ID will take place,
- › The company will pay the fee for the improper return of the airport ID (€50) to Münster/Osnabrück Airport GmbH,
- › A deposit of €60 will be placed with the airport before the ID is handed over,
- › The aviation security training for "other personnel" has been completed before the ID issuance, including 1 hour of on-site briefing, and the costs of €60 for the internet training have been covered.

The signatory is authorized to sign for the company named on the reverse side. The comparison signature is filed with the ID office. We have registered our commercial activity on the airport grounds in writing with Münster/Osnabrück Airport GmbH.

B. Employer Confirmation

- › We have registered our commercial activity on the airport grounds with Münster/Osnabrück Airport GmbH.
- › The company applying on the reverse side acts on our behalf at Münster/Osnabrück Airport. We have instructed them to also register this activity with Münster/Osnabrück Airport GmbH, Profit Center Real Estate.
- › In the event our contractual relationship with this company ends or their appointed activities at Münster/Osnabrück Airport are no longer required, we will immediately inform the ID office of Münster/Osnabrück Airport GmbH in writing.
- › Regarding the use of personal data, we refer to the information sheet "Data Protection Information Sheet for Aviation Security ID FMO Group."

C. Declaration of the Applicant for an Airport Security ID

- › I acknowledge the Airport Use Regulations and ID Regulations and will report the loss of the ID immediately and without delay to the Airport Fire Department / SECURITY at +49 2571-94-3111.
- › I agree that my personal data will be stored electronically.

Dated: 10/20/2024

Only to be filled out if a category applies to your activities.

Name: _____

First Name: _____

Company: _____

We ask the applicant for an airport ID card to check the category that corresponds to their field of activity at FMO. The corresponding letter will be noted on the new ID card in the "PWK" line.

Auswahl	Kategorien	Personen-/Berufsgruppen
Airline Crews GAT Pilots	A	Flight crews (operating crews and dead head crews), aviation personnel of general or non-commercial aviation
Police, Customs, Federal Police, AVSEC Trainers	B	Armed personnel from security/customs authorities, officially approved trainer security test personnel
Cleaning personell	C	Cleaning personnel
Bird Control, Hunters	J	Persons tasked with hunting activities and wildlife management
BVD, FCSG, FASG, suppliers of onboard supplies, and caterers	L	Loaders, freight workers, and catering personnel
Emergency Services	N	Medical personnel
Technical services and craftsmen/ women, SEK, fire department / DFS / DWD	T	Technical services, technical operating personnel, airfield fire department, emergency management, and craftsmen

The labeling of the ID card with the professional or activity area has been stipulated by law and is intended to facilitate verification for both the ID holder and the control personnel at personnel and goods control points.

Data Protection - Information Sheet for the Aviation Security ID of FMO Flughafen Münster/Osnabrück GmbH

The protection of your privacy is of particular importance to us. With this information sheet, Flughafen Münster/Osnabrück GmbH informs you, in accordance with Articles 13-21 of the GDPR (General Data Protection Regulation), about the processing of your personal data and about the rights and claims available to you under data protection regulations.

1. Responsible for data processing:

FMO Flughafen Münster/
Osnabrück GmbH
Airportallee 1,
48268 Greven Tel. 02571/940
Email: info@fmo.de
Fax: 02571/941519 Website:
www.fmo.de

Responsible for content: Service-
Center Fire Department Security
ausweisstelle@fmo.de

Contact details of the Data
Protection Officer:
Postal Address:
Data Protection Officer of FMO
Flughafen Münster/Osnabrück
GmbH Airportallee 1,
48268 Greven
Email:
datenschutzbeauftragter@fmo.de

2. Purposes and Legal Basis of Data Processing:

We process your personal data for the creation of the FMO aviation security ID. The legal basis for collecting personal data for this purpose is §10 LuftSiG (Aviation Security Act). The lawfulness of data processing is based on (Art. 6 lit c. and e. GDPR). Processing of your personal data for additional purposes includes processing in the access control system of FMO as well as in the time tracking system once you log in to these systems.

3. Categories of recipients of personal data:

Within the company, departments are granted access to personal data as necessary to fulfill the aforementioned purposes.

4. Duration of data storage:

The storage period extends from the collection of the ID data until 6 months after returning the airport ID.

5. Rights of the data subject:

You have the following rights concerning the personal data that pertains to you, especially in relation to us:"

-- Right to information about your stored personal data (Art. 15 GDPR), - Right to rectification if the stored data concerning you is incorrect, outdated, or otherwise inaccurate (Art. 16 GDPR), - Right to erasure if the storage is unlawful, the purpose of processing is fulfilled, and the storage is therefore no longer necessary, or if you have revoked your consent to the processing of certain personal data (Art. 17 GDPR), - Right to restriction of processing if one of the conditions mentioned in Art. 18 (1) lit. a) to d) GDPR is met (Art. 18 GDPR), -Right to object: If the data processing is based on Art. 6 lit. c. there is no right to object under Art. 21 GDPR. If the processing is based on Art. 6 lit. e., you can object to the processing of your data. This objection applies to the future. In this case, the FMO aviation security ID will be revoked, and access to the security area will be denied.

-Right to lodge a complaint: You have the option to address your concern to the aforementioned Data Protection Officer or to a data protection authority (Art. 77 GDPR). The data protection supervisory authority responsible for us is: Die Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, Tel. 0211 38424-10; Email: poststelle@ldi.nrw.de (www.ldi.nrw.de)

-Data transfer to a third country: Your data will not be transferred to a third country."

6. Right to Object:

If data processing is based on Art. 6 para. c, there is no right to object as per Art. 21 GDPR. However, if processing is based on Art. 6 para. e, you may object to the processing of your data. This objection will apply for the future. In this case, the FMO aviation security ID will be revoked, and access to the security area will be denied.

7. Right to Lodge a Complaint:

You have the option to address your concern to the aforementioned Data Protection Officer or to a data protection authority (Art. 77 GDPR). The data protection supervisory authority responsible for us is:

Die Landesbeauftragte für
Datenschutz und
Informationsfreiheit Nordrhein-
Westfalen,
Postfach 20 04 44,
40102 Düsseldorf,
Tel. 0211 38424-10; Email:
poststelle@ldi.nrw.de
(www.ldi.nrw.de)

8. Data Transfer to a Third Country:

Your data will not be transferred to a third country.