General Information on the Background Check

Who can apply for a background check?

According to § 7 Aviation Security Act the following persons shall be checked:

- Persons who shall not only be granted occasional access, for pursuing a professional activity, to areas of the aerodrome of a commercial airport that are generally not accessible,
- Staff of the aerodrome and airlines, of the air navigation service provider, freight, mail and cleaning companies, as well as suppliers of goods and similar utilities, which, due to their activities, shall have direct influence on the safety of air traffic,
- Persons who are employed as temporary workers
- Aviators and student pilots,
- Members of aerodrome located associations, student interns.

A background check is only possible after being hired by the company working in the security restricted area. A preliminary check to improve your chances in the job market is currently not possible.

FAQ

What documents shall be attached to my application?

The completed application form must be accompanied by a copy of both sides of the identity card! If this is not available, an updated extended registration certificate must be submitted. This must not be older than four weeks and must contain all data of moving in and leaving. The residential addresses of the last 10 years are to be given completely. In addition, a complete copy of the passport (including cover page and all pages, including the blank pages) is required.

How much time does a background check take?

The Civil Aviation Authority of Berlin-Brandenburg (LuBB) endeavours to complete the background check within one month. Unfortunately, there are delays in individual cases despite occasional improvements. This is particularly the case when there are findings available about the person to be checked and files must be requested from other sources.
Who pays how the fees?

If the background check is required to carry out a job, the employer shall be obliged to pay the fee. Airmen not meeting this requirement are an exception to this rule. They will receive a fee notification with the result of the test.

When should I apply for a retake?

For already checked persons, the request for a background check should be made no later than three months before the expiry date.

Background check for airline and other third-party staff, airmen and student pilots

General information

- We are available for you from Monday to Thursday from 9:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 3:00 p.m.
- A personal consultation is only possible if you have arranged an appointment with us in advance.
- Please use the letterbox of the Civil Aviation Authority of Berlin-Brandenburg (LuBB) in front of the building of Mittelstraße 5a for submitting your completed application form!

Information for airline staff and other third parties

For employees of airlines who do not require airport identification cards, we provide a separate application form. This shall also be used by employees of regulated agents and other companies (other third parties), who - by virtue of their activities - have direct influence on the safety of air traffic.

Advice for airmen and student pilots

There is a separate application form for the background check of airmen and student pilots. Please complete the form completely. Do not forget to sign your application form. The application form must be sent by mail to the Civil Aviation Authority of Berlin-Brandenburg, Mittelstraße 5a, 12529 Schönefeld, or you can drop the letter in the letterbox in front of the building in Mittelstraße 5a.

Applications received by fax or e-mail cannot be accepted.

The Joint Aviation Authority of Berlin-Brandenburg is responsible for the background check of airmen and student pilots whose main place of residence is in Berlin or Brandenburg.

What documents shall be attached to my application?

- Please complete the form (application for airmen or employees of other companies) completely.

- The application form confirmed by a signature must be in its original form. This must also be stamped and signed by the flight school or the employer in the original.

- The completed application form must be accompanied by a copy of both sides of the identity card! If this is not available, an updated extended registration certificate must be submitted. This must not be older than four weeks and must contain all data of moving in and leaving. The residential addresses of the last 10 years are to be given completely. In addition, a complete copy of the passport (including cover page and all pages, including the blank pages) is required.

- In the case of minors, the legal guardians must always sign the application form and attach a copy of the identity card.
Background check for people being authorized to access the security restricted areas of the Berlin-Tegel and Berlin-Schönefeld airports (holders of airport identification cards)

Applications are submitted via the airport identification offices. There, you will also receive the application forms to be completed. Once reliability has been determined, you will receive the certificate from the airport ID office upon completion of the background check.

If you have any questions regarding the status of the check or the fee notification, please contact the respective airport identification office.