

## Background security check according to Section 7 (1) No. 4 of the National Aviation Security Act

Notes on the application procedure (08/2022)

Dear Sir or Madam,

Due to the high volume of applications for the Zuverlässigkeitsüberprüfung according to § 7 Abs. 1 Nr. 4 Luftsicherheitsgesetz (hereinafter referred to as background check), our authority is required to optimize its processes. Time-consuming queries with the applicants and/or the flight training organisation are to be avoided, in the case of incomplete applications.

In order to give you the opportunity to counteract the most common mistakes before submitting the applications, we have compiled the following **notes on the application procedure** including a list of documents to be submitted:

1. The Gemeinsame Obere Luftfahrtbehörde Berlin-Brandenburg is responsible for student pilots and airmen whose main place of residence are in Berlin or Brandenburg. It is also responsible for airmen residing outside Germany if the Gemeinsame Obere Luftfahrtbehörde Berlin-Brandenburg is the competent licensing authority, as well as for student pilots residing outside Germany who intend to train with a flight training organisation in Berlin or Brandenburg.
2. If you have already been subjected to a background security check before, please state the date of issue, the competent aviation security authority and the **file number** that you can find on the certificate.
3. In general, fill in all the fields of the application form legibly in block letters. If there is not enough space, you may add an **attachment, which has to be signed** by you.
4. If you have more than one first name, please underline your call name.
5. When indicating your place of birth, also indicate the federal state and the country.
6. If you are a prospective student pilot, be sure to indicate the flight training organisation and the type of license you wish to obtain.
7. If you already hold a license (airmen), be sure to indicate the competent licensing authority and your license number.
8. Indicate your residences of the last 10 years without gaps in the following manner:
  - a. **chronologically;**
  - b. periods: **from-to; MM/YYYY;**

Gemeinsame Obere Luftfahrtbehörde Berlin-Brandenburg • Außenstelle Schönefeld des L BV • Mittelstraße 5/5a • 12529 Schönefeld  
Tel.: 03342 4266-4001 • Fax: 03342 4266-7612  
Öffentliche Verkehrsmittel: S-Bahnlinien S 9 oder S 45 bzw. Buslinien X 7 / 171 vom U-Bahnhof Rudow bis zum S-Bahnhof Flughafen BER - Terminal 5

Landesamt für Bauen und Verkehr • Lindenallee 51 • 15366 Hoppegarten • Tel.: 03342 4266-0 • Fax: 03342 4266-7601

E-Rechnung: <https://xrechnung-bdr.de>; Leitweg-ID: 12-121096894453782-21  
Bankverbindung: Landeshauptkasse Potsdam • Landesbank Hessen-Thüringen (Helaba)  
IBAN: DE02 3005 0000 7110 4015 15 • BIC-Swift: WELADEDXXX

- c. federal state and country.
- 9. Clearly indicate your consent for correspondence with the competent licensing authority.
- 10. Be sure to submit the **original and signed** application form. If you are a minor, a signature of a legal representative is also required (as well as a copy of both sides of his or her ID card).
- 11. If you are a student pilot, the **original** confirmation of the flight training organisation with date/stamp/signature on page 4 is required.
- 12. If the signature on your application is older than 3 months at the time of receipt, it has to be signed again with a new date, as your declaration intention may have changed.

**Attach the following documents to your application:**

1. Always a current copy of your German ID-card (front and backside) **or** a current copy of your passport (all pages including cover sheet). If you decide to send a copy of your passport, a current certificate of residence (not older than 4 weeks) is also required.
2. If you do not have a citizenship of an EU member state but do live in Germany, you have to enclose a residence title (the residence title does **not** count as a registration certificate).
3. **Criminal records have to be submitted for residences outside Germany for the last 10 years in the following cases:**
  - a. If you are a German citizen and have resided in an *ECRIS member state*, a criminal record is not required.
  - b. If you are a German citizen or a citizen of an EU member state and have resided in a non-EU member state, you have to submit an **original** of a criminal record from the state you have been residing in as well as a German certified translation. If necessary, the criminal record has to be provided with a German apostille, be verified by a legalization procedure or be verifiable electronically by our authority. You can find information on the exact requirements on the website of the German embassy of the respective state.
  - c. If you are a citizen of another *ECRIS member state* and have resided in an *ECRIS member state*, you have to submit an extended European criminal record for presentation to an authority (**document type: OE**).
  - d. If you are neither a German citizen nor a citizen of an EU member state and have resided in a non-EU member state, you have to submit an **original** of a criminal record from the state you have been residing in as well as a German certified translation. If necessary, the criminal record has to be provided with a German apostille, be verified by a legalization procedure or be verifiable electronically by our authority. You can find information on the exact requirements on the website of the German embassy of the respective state.
4. If your current residence is abroad, you also have to submit an official certificate stating your address. This document also has to be submitted with a German certified translation.
5. If you have done work & travel or worked as an au pair within the last 10 years, you have to indicate the respective country and submit appropriate proof of your visit.

**Last but not least, please always use the current application form on our website.**