

Visitor Registration

Complete at the PC or print clearly in block letters and send by fax or email to*:

ID Service/Airport Security Centre Safety & Security

☐ Schönefeld Airport ☐ Tegel Airport ☐ BER (SF3)

Fax: 030 6091 77505

Email: ausweisdienst@berlin-airport.de

In the exceptional case of short-notice registration to: SXF Phone 030 6091-10200

TXL Phone 030 4101-2323/2325

Control Centre Construction Email: ls-bau-ber@berlin-airport.de
6091 73187

BER Phone 030

Contact Information for Applicant¹

Surname, first name: Position:

Company, unit, dept.:

Phone: Email:

Visitor Information²⁾

If arriving by car, complete application F-OS-013 Receipt Confirmation Day/Replacement Documents as well

Date of visit:

Time:

No	Surname:	First name:	Date of birth:	Company/Authority (complete address)	Invoice re-cipient	With car	Official performing duties
1.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access to Airport Premises

Relevant areas:

Grounds:

Issue Day Pass/Access via Access Control Point (ZKS)

☐ Schönefeld: ☐ ZKS 1 ☐ ZKS 10 East ☐ ZKS 13 West ☐ ZKS 14 North
☐ Tegel: ☐ ZKS A ☐ ZKS I ☐ ZKS K ☐ BER Move
☐ BER: ☐ ZKS 11 South (Operating Area SF3)

Surname, first name of collector:

*) Tick the airport for which you would like to submit a visitor registration. Fax or email your registration to this airport as well. If submitted by email, solely as scanned document with date, signature and company stamp.






Illegible or incomplete visitor registrations will not be processed.

1) The applicant is the invoice recipient unless another invoice recipient is marked in the visitor information.

2) Enter all of the requested information in the form and tick which company is the invoice recipient if it is not the applicant.

Occupational designation (authorisation to carry prohibited items)

Holders of airport ID badges who carry or use prohibited items in the airport areas subject to security checks because of their occupational position/activities must be classified according to an occupational group. Tick the appropriate group.

Category	Persons/ Occupational group	Permitted items
<input type="checkbox"/> 	Cleaning personnel	Chemicals typically used for cleaning
<input type="checkbox"/> 	Technical service, tradesmen, technical operating personnel	Gases, substances and chemicals, pyrotechnical products, smoke cartridges typical of the occupation
<input type="checkbox"/> 	Persons who have been entrusted with hunting and with the aversive conditioning of wild animals and birds within the security area	(Flare pistols, hunting weapons, ammunition (explosive and incendiary substances, explosive and incendiary devices, other pyrotechnical products)
<input type="checkbox"/> 	Medical personnel	Medical equipment, including gases, substances and chemicals used for medical purposes
<input type="checkbox"/> 	Airport Fire Brigade personnel	Materials specifically for fire-fighting (chemicals such as extinguishing agents, petrol and substances used for medical purposes.

Note:

Visitors must be accompanied by the collecting/accompanying person with valid airport security identification badge at all times while in the security area.

A maximum of 3 visitors may be accompanied by each collector (holder of a regular airport security identification badge) while in the security area.

Access to the airport security area within the framework of a visitor procedure is not permitted for people whose review process (background check pursuant to Section 7 *Luftverkehrsgesetz* [Aviation Security Act] has **not been concluded**. Requests for exceptions must be submitted in writing to the ID Service. The issue of day driving passes is subject to a charge (€15.00 net) which must be borne by the applicant or the visitor.

Information about data protection

The provisions of the Federal Data Protection Act, Section 28 (1), item 2 apply. The data will be saved and processed solely for recording in the computer system of the ID Service at Flughafen Berlin Brandenburg GmbH and are inaccessible to third parties.

Date/Signature/Company stamp

Surname/Position in block letters