



# YOUR BACKGROUND CHECK APPLICATION ("ZUP") - STEP BY STEP

## Step 1: Data transmission to the authority using the form in the Career Cockpit & preparation of documents needed later

You need the following data:

### 1. Personal data from your identity document

Please always use the same identity document throughout the entire application procedure, also for on site appointments with us.

Please note: If identity documents or residence permit include the following addition: **"Data are based on the holder's own statements"**, a **background check will not be possible**.

The forwarding of personal data to authorities and social security institutions also requires the specification of gender.

This is currently possible via the corresponding technical interfaces only by specifying "Ms/Mr". Please submit this information according to your identity document.

If this is not possible, please contact us at [careerhelpdesk@dlh.de](mailto:careerhelpdesk@dlh.de).

If you only have one name (first or surname) please put the whole name in the first name field, for the last name field please enter "+" sign.

### 2. All addresses of your domiciles during the past 10 years, with start and end date

All places of residence (also those not officially registered) for residential purposes longer than 2 months must be specified here.

### 3. Information on all employment relationships or periods of unemployment during the past 5 years that lasted longer than 28 days, with start and end date

In the case of several simultaneous employment relationships, **only one** is to be specified according to the principle of predominance i.e. "What was the **principal employment?**".

School, study and work&travel phases are considered as employment periods.

After you have transmitted your data to the authority using the form in your Career Cockpit, you will receive a request by mail to submit the corresponding documentary evidence/documents directly to the authority. **You can, however, obtain such documentary evidence directly or apply for such documentary evidence.** This will speed up the process later.



## Step 2: Sending of requested documents/supporting documents to the authority

Please **send** the **supporting documents only when requested to do so** by mail to the specified address! You will need:

- **Supporting documents for all employment or periods of unemployment during the past 5 years, with identifiable start and end date**

Since 01.01.2021, you have to record your earlier employment or training periods and potential gaps (in each case longer than 28 days) during the past 5 years and provide corresponding documentary evidence of them.

Supporting documents can be e.g.: employment contracts, references, salary statements, certificates of study, school/study/training certificates, certificate from the organization in the case of work & travel or au pair etc.

Supporting documents for periods of unemployment can be e.g.: certificate of unemployment, certificate of receipt of care allowance, passport with corresponding visa for travel of several months, airplane tickets and/or hotel invoices, if applicable.

### **Supporting documents will be accepted only in German, English, Spanish, French and Dutch.**

The applicant must have documents in other foreign languages translated and certified at the applicant's expense.

- **Statements of no prior or pending convictions for domiciles abroad**

For applicants who

- are not German nationals and were domiciled outside Germany during the past 5 years > 6 months, or
- are German nationals and were domiciled outside other EU countries or Switzerland during the past 5 years > 6 months,

the Düsseldorf Bezirksregierung (regional administration) requests statements of no prior or pending convictions as standard for domiciles abroad. **Please request such statements of no prior or pending convictions at an early stage but submit them in the original only after written request by the authority.**

The statements of no prior or pending convictions required by the authority must show that there were/are no criminal proceedings pending against the applicant in the country of residence. In individual cases, the authority can require further documents/certificates of the country of residence or former countries of residence for the past 10 years. A corresponding written request is usually made in direct contact between authority and applicant within the scope of the authority's processing of the application.



## **I already have a valid background check (“ZUP”) – what do I have to do?**

If you already have a valid background check, this must still be valid for at least 6 months or for the entire period of planned employment.

If this is the case, you can specify the information concerning the existing background check in the form in your Career Cockpit likewise via the link in the mail.

**When asked in the form: “Do you already have a background check?”, answer “yes” and upload the following documents:**

- **letter of confirmation from the aviation security authority**
- **identity document** (passport/identity card)

We reserve the right to have the authenticity and validity of submitted certificates that are still valid verified by the authority.