

Pre-registered check-in form for assemblers/craftsmen/technicians

Complete on a PC or in BLOCK CAPITALS. Where applicable, all information is mandatory. **The Fast Lane for pre-registered persons may not be used if information has to be added at the gatehouse!** The applicant alone is responsible for the accuracy of the information. Do not use stamps.

CHEMPARK site ☐ DOR ☐ LEV ☐ UER **Specification** ☐ Installation ☐ Trouble Shooting ☐ Other

Details of destination at CHEMPARK

Company at CHEMPARK		Destination plant/ building no.	
Access required on, or from/to (max. 3 days)		Via gate	
Surname, first name (Person responsible for the contract)			
Telephone (Person responsible for the contract)	Signature of person responsible for the contract		

Installation/Trouble Shooting by

Company		Address			
Worker's surname				Worker's first name	
Date of birth		Place of birth		Nationality	

Entry and exit with the following vehicle

Vehicle entry required?	☐ yes ☐ no	Official license plate number			
Reason	Entry required for transporting	☐ heavy material	☐ bulky material	☐ extensive range of tools	

Materials/spare parts brought in that will remain at CHEMPARK

Description		Quantity	
-------------	--	----------	--

Special authorisations

Bringing IT equipment?	☐ yes ☐ no	IT serial number	
Bringing tools or materials that will not remain at CHEMPARK?	☐ yes ☐ no	If yes, please complete a tool registration form.	

Signature must be provided by the worker personally!

I confirm that the information provided above is correct. I have read and fully understood the CHEMPARK safety and site rules, safety information and CHEMPARK traffic regulations.

Date

Worker's signature



Notification must be submitted no later than 2:00 pm, 1 working day before the assignment begins.

Complete this form in full, sign it and email a scanned copy to:

werkschutz.servicecenter.lev@currenta.biz | werkschutz.servicecenter.dor@currenta.biz | werkschutz.servicecenter.uer@currenta.biz

Detailed information on data protection is available at the gatehouses or in the download section at chempark.de.

Guide to completing the Pre-registered check-in form for assemblers/craftsmen/technicians

Pre-registered check-ins are given priority and may use the Fast Lane at the counter. This is subject to the form being completed in full, except for the red-bordered section at the bottom, being received by CHEMPARK-Werkschutz no later than one working day before the assignment begins, and no further information having to be entered at the gate.

Processing is not possible if no option is selected. Multiple selection is possible subject to the following conditions:

- For each site, a destination plant with the site abbreviation must be specified.
- The same person responsible for the contract must be responsible for all destination plants specified.

Please indicate whether entry with a company vehicle is necessary. If no option is selected, 'no' automatically applies. Please note: The Fast Lane may not be used if vehicle entry is added subsequently at the gate!

Only the options listed here provide grounds for entry with a company vehicle: please select an option!

If heavy or bulky material is selected as the reason why vehicle entry is required, it must be described here if it will remain at CHEMPARK. Please remember to state the quantity!

Important: If the form is signed 'i.A.' [on behalf of], or by anyone other than the worker personally, the application becomes invalid! The form may be signed in advance or at the gatehouse.

Application | Page 1 of 1 | Version 08/2026


CHEMPARK

Pre-registered check-in form for assemblers/craftsmen/technicians

Complete on a PC or in BLOCK CAPITALS. Where applicable, all information is mandatory. **The Fast Lane for pre-registered persons may not be used if information has to be added at the gatehouse!** The applicant alone is responsible for the accuracy of the information. Do not use stamps.

Access	CHEMPARK site ☐ DOR ☐ LEV ☐ UER		Specification ☐ Installation ☐ Trouble Shooting ☐ Other	
	Details of destination at CHEMPARK			
	Company at CHEMPARK		Destination plant/building no.	
	Access required on, or from/to (max. 3 days)		Via gate	
Entry	Surname, first name (Person responsible for the contract)			
	Telephone (Person responsible for the contract)			
			Signature of person responsible for the contract	
	Installation/Trouble Shooting by			
Entry	Company		Address	
	Worker's surname		Worker's first name	
	Date of birth	Place of birth	Nationality	
	Entry and exit with the following vehicle			
Entry	Vehicle entry required? ☐ yes ☐ no		Official license plate number	
	Reason Entry required for transporting ☐ heavy material ☐ bulky material ☐ extensive range of tools			
	Materials/spare parts brought in that will remain at CHEMPARK			
	Description		Quantity	
Taking out	Special authorisations			
	Bringing IT equipment? ☐ yes ☐ no		IT serial number	
	Bringing tools or materials that will not remain at CHEMPARK? ☐ yes ☐ no		If yes, please complete a tool registration form.	
	Signature must be provided by the worker personally!			
Confirmation	I confirm that the information provided above is correct. I have read and fully understood the CHEMPARK safety and site rules, safety information and CHEMPARK traffic regulations.			
	Date		Worker's signature	

Notification must be submitted no later than 2:00 pm, 1 working day before the assignment begins.

Complete this form in full, sign it and email a scanned copy to:

werkschutz.servicecenter.lev@currenta.biz | werkschutz.servicecenter.dor@currenta.biz | werkschutz.servicecenter.uer@currenta.biz

Detailed information on data protection is available at the gatehouses or in the download section at chempark.de.

Please select the type of assignment. Only one option may be selected!

If multiple sites are selected, each plant must be identified by the site abbreviation.

The signature may only be handwritten or provided as a digital signature with an embedded certificate (e.g. Acrobat Sign). Scanned signatures and signatures inserted as images, signatures created on a PC using graphics software, or signatures typed using a keyboard are not permitted.

The **signature must NOT be stamped**, as this makes it more difficult to read.

If multiple sites are selected, the person responsible for the contract must be responsible for all destination plants listed.

Entry to CHEMPARK is only possible if the surname and first name are written exactly as they appear in the identity document presented for identification.

The documents we are permitted to accept for identification are listed on the next page.

The Fast Lane may not be used if the license plate number is only provided at the gate!

If only a single tablet or laptop is being brought in, it is sufficient to note the serial number here. If tools or more extensive IT equipment is to be brought into CHEMPARK, this must be registered separately.

Tools and IT equipment may only be taken out of CHEMPARK if ownership has been established beyond doubt.

If heavy or bulky material is selected as the reason why vehicle entry is required, it must be described on the tool registration form if it will not remain at CHEMPARK.

The following is required when collecting your CHEMPARK ID card:



As a German national or national of another **EU or Schengen country**:

Identity card or passport, or an official replacement document



If you are **not a national of an EU or Schengen country**:

Passport from your country of origin or replacement document issued by a German authority, but without the notation: 'PERSONALIEN EIG ANGABEN'



In addition, **in order to be permitted to work at CHEMPARK**: Present a **residence permit** bearing the notation 'ERWERBSTÄTIGKEIT GESTATTET'. (includes authorisation to work).



We cannot accept the following documents:

- ✗ Driving licences
- ✗ Non-official identification documents
- ✗ Identity cards issued by countries outside the EU or Schengen area*
- ✗ Digital identification documents
- ✗ Replacement identification documents bearing the notation 'PERSONALIEN EIG ANGABEN'

EU or Schengen countries:

Germany, Belgium, Bulgaria, Denmark, Estonia, Finland, France, Greece, Ireland, Iceland, Italy, Croatia, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Austria, Poland, Portugal, Romania, Sweden, Switzerland, Slovakia, Slovenia, Spain, Czech Republic, Hungary, Cyprus



Non-EU or non-Schengen countries:

Rest of the world

