



Please provide a home address outside of Germany (mandatory information):

e-mail address:

File No. (where available): IV2 -

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1. I hereby apply for the issuance of a:

certificate of conduct (criminal records check)

or

an enhanced certificate of conduct (extended criminal records check).

(Only issued if there is a **legal requirement** or if necessary for **working with minors**. Please note that you are **required** to include a **written confirmation**, as explained in the information leaflet).

2. I would like the certificate of conduct to be:

sent to my home address outside of Germany as stated above

or

submitted to a public authority, via the following German authority (please note that the certificate of conduct **cannot** be sent directly to an authority of a different country).

Official title of the German authority:

Address of authority:

Reference or, if known, file number:

In the event that the certificate of conduct for submission to a public authority contains convictions or other entries, it should, **before being sent on to the authority mentioned above**, be sent **for inspection** to:

The German Embassy / German Consulate in

3. I paid the €13 fee for the certificate of conduct by bank transfer on to the account of the Federal Office of Justice using the following bank details:

Bundesamt für Justiz, IBAN: DE49 3700 0000 0038 0010 05, BIC: MARKDEF1370

Payment reference (mandatory information): applicant's full name (forename and surname) and file number (if known)

4. My personal details are as follows:

Surname:

Surname at birth (where applicable):

Forenames:

Date of birth (in European format of dd/mm/yyyy):

Place of Birth:

Country of birth:

Nationality or nationalities:

The personal details must be officially certified prior to application (see box below).

Applicant's signature:

It is hereby confirmed that the applicant appeared in person and signed this form by hand. The personal data contained therein have been confirmed by way of comparison with a valid official identity document.

Date:

Seal

Embassy
Police Station

Authority

Consulate
Notary Public

Checklist

Have you fully completed your application form?

Have you personally signed your application form?

Have you had your personal details and signature officially certified?

Have you transferred the fee?

Bundesamt für Justiz

IBAN: DE49 3700 0000 0038 0010 05

BIC/swift-Nr.: MARKDEF1370

Payment reference (required field):

Applicant's first name and surname and file No. (where available)



Then, proceed to:

Send the application as an original document including

a copy of proof of bank transfer

where applicable, a written request for issuance of an enhanced certificate of conduct (especially if you work with children and youths)

where applicable, a short note indicating that an “over-authentication” (*Überbeglaubigung*) is needed (and for which country)

where applicable, an application form from the Federal Agency for Foreign Affairs if an apostille or final authentication (*Endbeglaubigung*) has been additionally applied for (further information: https://www.bundesjustizamt.de/EN/Topics/FederalCentralCriminalRegister/CertificateofConduct/FAQ/FAQ_node.html#AnkerDokument100708)



where applicable, proof of fee exemption

Postal address:

Bundesamt für Justiz

53094 Bonn

Germany

Delivery address for sending parcels, packages,
express shipments and telegrams:

Friedrich-Ebert-Allee 120-126

53113 Bonn

Germany

Visitor address:

Adenauerallee 99-103

53113 Bonn

Germany

Telephone: +49 (0) 228 99 410 5550

Office hours:

Monday to Thursday: 8am to 4pm

Friday: 8am to 2:30pm

www.bundesjustizamt.de



Information re. submitting an application for a certificate of conduct

1. Application

- Applications can be submitted by anyone **residing outside of the Federal Republic of Germany** and **aged over 14**.
- If an application is submitted by a **legal representative**, proof of this legal status will be required.
- Applications **cannot** be submitted by individuals with a **power of attorney** (e.g. a lawyer).
- A **written** application can be sent directly to the authority holding the register. It must be sent as an **original document** to the following address:
Bundesamt für Justiz
Internationale Registerangelegenheiten
53094 Bonn
Germany
- If the application is sent via a **courier service** (express delivery), the following address must be used:
Bundesamt für Justiz
Internationale Registerangelegenheiten
Friedrich-Ebert-Allee 120-126
53113 Bonn
Germany
- We cannot process applications submitted by fax or e-mail.
- Applicants must make sure to state their home address outside of Germany in the application.
- Applicants must also provide an email address in case of any queries.
- Applicants can request either a standard or an enhanced certificate of conduct.
- Where an **enhanced certificate of conduct** is being applied for, a **written request** must be supplied, in which the person requiring the enhanced certificate of conduct from the applicant confirms that the requirements of Sec. 30a Subsec. 1 of the Federal Central Criminal Register Act (*Bundeszentralregistergesetz – BZRG*) are met. This is the case where the issuance of an enhanced certificate of conduct is **required by law** or if it is required where professional **duties involving the supervision, care, education, teaching or training of minors** are to be carried out, or for other professional duties which are similarly likely to involve contact with minors.
- The certificate of conduct **can only be sent to the applicant**. It is possible to have the certificate of conduct sent to a **German c/o address** provided by the applicant.
- The certificate of conduct can be requested for submission to a public authority. It is then **sent directly to the relevant German authority**. In this case, the **authority's address as well as the reference and/or file No. of the recipient authority** must be indicated on the application. In the event that the certificate of conduct for submission to a public authority contains convictions or other entries, it can - upon the applicant's request - be sent to an official representation of the Federal Republic of Germany of the applicant's choice for **viewing** by the applicant. Once it has been viewed, the certificate of conduct will be forwarded to the authority in question, or if the applicant does not agree to this, destroyed by the official representation of the Federal Republic of Germany.
- The application must contain the applicant's **full personal details**. If the applicant's last name at birth differs from his/her current last name, both names must be stated.
- In the event that the applicant is – in addition to or instead of holding German citizenship – a **national** of one or more other European Union member state(s), or a British national, the applicant is required to state this in the application. In such cases, a **“European Certificate of Conduct”** is issued. It contains, alongside the certificate of conduct disclosing convictions from Germany, information on convictions recorded in your home country in the original language, to the extent that this is permitted under the law of the country in question.
- The application must be personally signed by the applicant.
- The personal details and the signature must be officially certified. Such official certification, which must be recent, can be issued by a German diplomatic or consular representation, by a foreign authority, or by a notary public.

2. Fees

- The fee for a certificate of conduct is 13 EUR (No. 1130 of the Annex to Sec. 4 Subsec. 1 Judicial Administration Costs Act (JVKG))
- Please **transfer** the fee **beforehand** to the account of the Federal Office of Justice using the following bank details:
Bundesamt für Justiz
IBAN: DE49 3700 0000 0038 0010 05
BIC/SWIFT: MARKDEF1370
Payment reference (required field):
Applicant's first name and surname and File No. (where available)
- The **payment reference** is **required** to contain the **applicant's first name and surname** and, where available, the file number for this application.
- **Proof of payment** must be included with the application for issuance of a certificate of conduct and sent to the Federal Office of Justice. The certificate of conduct cannot be provided until the fee has been received or until proof of payment has been provided, as set out in Sec. 8 Subsec. 2 Judicial Administration Costs Act (JVKG).
- The fee can also be **transferred by a person other than the applicant**.
- The fee can **no longer** be settled **by cheque**.
- If it is necessary to **refund the fee**, it will be transferred to the same bank account used to pay the original fee to the Federal Office of Justice (payment account). In the event that a refund is transferred to a foreign account, the amount may be reduced by any fees incurred for the transfer which are to be borne by the recipient.
- **Notice of right to appeal**
A special appeal (the *Erinnerung*) may be lodged against the fee set. This appeal can be submitted in writing, sent electronically or dictated for the record at the registry of Bonn Local Court (Wilhelmstr. 21, 53111 Bonn, Germany), or, alternatively, declared orally for recording at the Federal Office of Justice (Adenauerallee 99 - 103, 53113 Bonn, Germany). The *Erinnerung* appeal may also be dictated for the record at any other Local Court in Germany; however, it shall only take effect once received by Bonn Local Court. The *Erinnerung* appeal can be lodged electronically at Bonn Local Court as per Sec. 5a Judicial Administration Costs Act (*Justizverwaltungskostengesetz – JVKG*) in conjunction with Sec. 5a Court Costs Act (*Gerichtskostengesetz – GKG*), as well as pursuant to Section 130a of the Code of Civil Procedure (*Zivilprozessordnung – ZPO*) in conjunction with the Ordinance on the technical framework of electronic legal communications and transactions and the special electronic mailbox for authorities (*Verordnung über die technischen Rahmenbedingungen des elektronischen Rechtsverkehrs und über das besondere elektronische Behördenpostfach – ERVV* of 24 November 2017, Federal Law Gazette I page 3803). If the *Erinnerung* appeal is lodged electronically at the Federal Office of Justice, the email bearing a qualified electronic signature as defined by Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 must be sent to poststelle@bfj.bund.de.



3. Further information

- **Some parts** of the certificate of conduct are **in three languages** (German, English, and French). Applicants wishing to have **any other parts** of the certificate of conduct **translated**, or have it translated into a language other than German, English or French, **must make their own arrangements** for this.
- The **content of the certificate of conduct** is governed by **the provisions of the Federal Central Criminal Register Act** (*Bundeszentralregistergesetz – BZRG*).
- Further information concerning additional application for an **apostille or final authentication** (*Endbeglaubigung*) can be found here: https://www.bundesjustizamt.de/EN/Topics/FederalCentralCriminalRegister/CertificateofConduct/FAQ/FAQ_node.html#AnkerDokument100708



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