

Bundesamt für Justiz
- Bundeszentralregister -
Referat IV 2
53094 Bonn, Germany

**Please provide a home address outside of Germany
and e-mail address (for any queries):**

File No. (where available): IV2 - _____ D _____

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).

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 _____

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

Deutsche Bundesbank – Filiale Köln –
IBAN: DE49 3700 0000 0038 0010 05
BIC: MARKDEF1370

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:

**N.B.: This form may only
be used for applications
by applicants living
outside of Germany.**

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**

Street address:
Adenauerallee 99-103
Germany
www.bundesjustizamt.de

Postal address:
53094 Bonn
Germany

Phone:
+49 (0) 228 99 410 5668

Opening hours:
Tue - Thu 09:00 a.m. - 12:00 p.m.

Information leaflet

1. How and where to apply

Anyone aged 14 or over **who lives outside of the Federal Republic of Germany** can make an application **in writing** for the issuance of a certificate of conduct (criminal records check) for personal use or for submission to a public authority. The application can be sent directly to the authority holding the register, at the following address:

**Bundesamt für Justiz
- Bundeszentralregister -
Referat IV 2
53094 Bonn, Germany**

The person filing the application must provide proof of their identity and, if they are acting as a legal representative, authorisation to represent the person concerned. When filing the application, the person concerned **may not** have themselves represented by a person who has been instructed to act on their behalf, **not even** by a lawyer (Section 30 Subsec. 2 of the Federal Central Criminal Register Act (*BZRG*)). The application must contain the full personal details of the person concerned and must be signed by him/her personally. The address to which the certificate of conduct should be sent must also be stated. 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. If the applicant's surname at birth differs from his/her current surname, both names must be stated.

Where an **enhanced certificate of conduct** is being applied for, a written request made by the authority requiring the enhanced certificate of conduct must also be supplied, in which it must be confirmed that the requirements of Sec. 30a Subsec. 1 of the Federal Central Criminal Register Act (*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.

2. Fees

The fee for each certificate of conduct is **€13**. Payment must be made by transfer to the account of the Federal Office of Justice using the bank details shown below:

**Deutsche Bundesbank - Filiale Köln -
IBAN: DE49 3700 0000 0038 0010 05
BIC/SWIFT: MARKDEF1370
Payment reference: (file no. - if known – or
applicant's forename and surname)**

Street address:
Adenauerallee 99-103
Germany
www.bundesjustizamt.de

Postal address:
53094 Bonn
Germany

Phone:
+49 (0) 228 99 410 5668

Opening hours:
Tue - Thu 09:00 a.m. - 12:00 p.m.

A copy of the bank transfer form should – where possible – be included with the application and sent to the Federal Office of Justice.

Please note that it is no longer possible to pay the fee by cheque.

The certificate of conduct cannot be issued until the fee has been received or until proof of payment has been provided, as set out in Sec. 8 Judicial Administration Costs Code (*JVKostO*).

3. Other information

A certificate of conduct for personal use can only be sent to the applicant personally at his/her home address. A certificate of conduct requested for submission to an authority will be sent directly to the authority in question. For this reason, the address of the relevant authority as well as the reference and/or file No. of the recipient authority must be indicated on the application.

In the event that, as well as, or rather than, being a German national, you are a national of one or more other European Union member states, or a British national, you are required to state this in your application. In such cases, a “European Certificate of Conduct” is issued.

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. An application can be made using the application form overleaf.