

Bundesamt für Justiz
- Bundeszentralregister -
Referat IV 2
53094 Bonn

Sender: (please state your current home address)

Reference no. (if known): IV2 - _____ D _____

- I hereby apply for the following to be issued (please mark with a cross as appropriate):
- Certificate of good conduct
 - Extended certificate of good conduct
(**Written confirmation** that the conditions for application for an extended certificate of good conduct are fulfilled **must be supplied**).
 - Please send the certificate to my home address as stated above.
 - Please send the certificate to the **German authority** indicated below.
It is not possible to send a certificate to foreign authorities.
 - Should the certificate contain any entries, please send it to the
 - German Embassy / German Consulate in _____ (place)
for prior inspection of the information (please consult the notes on page 2 of this form).
 - Please send the certificate to the German Embassy / German Consulate in _____ (place)
for collection in person.

The fee of € 13 for the certificate of conduct (please cross the appropriate box)

- has already been paid. was transferred on (date) _____ to the account of the
Bundesamt für Justiz
Deutsche Bundesbank – Cologne branch –
Sort code: 370 000 00, account no.: 380 01 005
BIC: MARKDEF1370, IBAN: DE4937000000038001005.
- is enclosed (cheque).

My personal details are as follows:

Surname at birth:
(must be provided)

Surname:

First name(s):

Date of birth:

Place of birth:

Nationality:

**This form may only be
used for application by
an applicant resident in a
foreign country**

Applicant's signature:

The above signature is hereby certified as authentic and the personal details provided are hereby certified as correct:

Seal

Date

**Embassy
Police station**

**Consulate
Authority**

Notary public

Where the certificate is to be sent to a German authority, the following additional information must be given:

Reference or file no., if known:

Name of authority:

Address of authority:

Street address:
Adenauerallee 99-103
53113 Bonn
www.bundesjustizamt.de

Postal address:
53094 Bonn
Germany

Tel. no.:
+49 228 99410-5668
Fax no.:
+49 228 99410-5050

Opening hours:
Mon-Fri 9 a.m. – 11 a.m.
Mon-Thurs 1 p.m. – 3 p.m.

Notes

1. How and where to apply

Anyone over the age of 14 who is **resident outside the Federal Republic of Germany** can make a **written** application for a private certificate of good conduct or a certificate of good conduct for official purposes. 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**

The person filing the application must furnish proof of their identity and, if they are acting as a legal representative, of their power of representation. When filing the application, the person concerned may not have themselves represented by a person holding a power of attorney, not even by a lawyer (section 30 (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 in person. Additionally, the address is to be stated to which the certificate of good conduct should be sent. The personal details and the signature must be **officially** certified. Such official certification, which must be of a recent date, can be issued by a German diplomatic or consular representation, by a foreign authority, or by a notary public. Alternatively it is possible to send an **officially certified** photocopy of an official identity document containing the relevant personal details. The copy must be signed by the applicant prior to certification. If the applicant's birth name differs from his/her family name, both names must be stated.

Where an **extended certificate of good conduct** is applied for, the written request of the authority requiring the extended certificate of good conduct must also be supplied in which it is confirmed that the conditions of section 30a (1) of the Federal Central Criminal Register Act are fulfilled. Where an extended certificate of good conduct is to be issued for private purposes, confirmation to this effect must be submitted.

2. Fees

The fee for each certificate of good conduct is € 13. Payment may be effected by sending a cheque for this amount or by transferring the sum to the account of the Federal Office of Justice given below:

**Deutsche Bundesbank - Cologne branch -
Sort code: 370 000 00
Account no.: 38001005
IBAN.: DE4937000000038001005
BIC/SWIFT: MARKDEF1370
Reference: (file no. - if known - or
applicant's first and last name)**

All **cheques** must be made out in Euro and be drawn on a German bank. Fees levied by foreign banks for cashing a (foreign) cheque are to be added to the fee for the certificate of good conduct. The relevant foreign bank should be consulted regarding payment by cheque and any fees they may charge.

If the amount is paid by **bank transfer**, the copy of the transfer order is, if possible, to be forwarded to the Federal Office of Justice along with the application for the certificate of good conduct.

The certificate of good conduct cannot be issued until after receipt of the fee or presentation of proof of payment (section 7 (2) of the Judicial Administration Costs Code [JVKostO]).

3. Other information

A private certificate of good conduct can only be sent to the applicant personally at his/her private address. A certificate of good conduct for official purposes that is intended to be submitted to a German 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 an application for a certificate of good conduct for official purposes.

Certificates of good conduct are issued in German only. The applicant must make his/her own arrangements for any translation required. The content of the certificate of good conduct is governed by the provisions of the Federal Central Criminal Register Act. An application can be made using the application form overleaf.