



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

e-mail address:

File No. (where available): IV2 -

D

**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:**

Bundeskasse, 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?

Bundeskasse

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](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 5668

Office hours: Tue–Thu 9:00–12:00

[www.bundesjustizamt.de](http://www.bundesjustizamt.de)