

99049001001000

# Request certificate of good conduct

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<https://fimportal.de/xzufi-services/6000880-99049001001000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99049001001000
Leistungsbezeichnung I	Request certificate of good conduct
Leistungsbezeichnung II	Request certificate of good conduct
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	

## Modul

## Sachverhalt

### Fachlich freigegeben durch

#### Handlungsgrundlage

- §§ 30 ff. Gesetz über das Zentralregister und das Erziehungsregister (BZRG) – Führungszeugnis
- Gesetz über Kosten in Angelegenheiten der Justizverwaltung (Justizverwaltungs-kostengesetz – JVKostG), Kostenverzeichnis – Anlage (zu § 4 Absatz 1) Kostenverzeichnis, Nr. 1130 und 1131

#### Teaser

The certificate of good conduct is a document printed on special green paper with a federal eagle. It is issued by the Federal Central Register in Bonn upon application to any person over the age of 14.

#### Volltext

Application for a certificate of good conduct according to § 30 Law on the Central Register and the Register of Education (BZRG)

The certificate of good conduct is a document printed on special green paper with a federal eagle. It is issued by the Federal Central Register in Bonn upon application to any person over the age of 14.

In addition to the complete personal data, the certificate of good conduct mainly states whether the person concerned has a criminal record or not. It thus essentially serves as proof of good character (for example, when taking up employment).

You can apply for a certificate of good conduct at your local registration office or online at the Federal Office of Justice.

#### Types of certificate of good conduct

- The certificate of good conduct issued for personal purposes (document type N) is also called a "private certificate of good conduct". If, on the other hand, it is required for submission to a German authority, it is a "certificate of good conduct issued by an authority" (document type O or OG, P). In this case, the document is sent directly to the authority that requested it from you and, in addition to criminal court decisions, also contains certain decisions by administrative authorities (such as the revocation of a business licence).

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- Persons who are or are to become professionally, voluntarily or in any other way involved with children and young people require an "extended certificate of good conduct".
- A European certificate of good conduct is issued to persons with one or more citizenships of another EU member state. In addition to the German certificate of good conduct, it contains the information on entries in the criminal record of the Member State of origin in the language transmitted, if the Member State of origin provides for transmission according to its law.

## Erforderliche Unterlagen

- Identity card or passport or residence permit (in case of online application: electronic identity card or electronic residence permit with activated online ID function)
- in the case of a written application: official or public certification of the signature
- if applicable, proof of authorisation as legal representative

in the case of an extended certificate of good conduct additionally

- written request from the authority requesting the extended certificate of good conduct
- if an exemption from fees is possible: Application for exemption from fees (informal) suitable proof (lack of means or special purpose) for volunteers: Certificate of the institution for which the voluntary work is performed that the certificate of good conduct is required for voluntary work (purpose of use)

## Voraussetzungen

You must have reached the age of 14.

## Kosten

- Certificate of good conduct: EUR 13.00
- Extended certificate of good conduct: EUR 13.00

## Exemption from fees

The Federal Office of Justice may waive the fee if it appears necessary on the basis of the applicant's financial circumstances (lack of means) or for other reasons (special purpose). If you suspect that you have such a reason, you can also submit an application for

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exemption from the fee when applying for a certificate of good conduct. The registration office forwards the applications to the Federal Office of Justice, which makes the decision.

The fee is generally waived for voluntary work for a non-profit organisation, a public authority or in the context of voluntary service (regardless of whether an expense allowance is paid for this work or not).

## Verfahrensablauf

### Personal application

If you live in Germany, apply for the certificate of good conduct in person at the registration office responsible for your place of residence.

You must state the purpose of the application. If the certificate of good conduct is to be presented to an authority, you will also need the exact name and address of the authority and, if applicable, the file number.

- The registration office will forward your application to the Federal Office of Justice in Bonn, where the certificate of good conduct will be issued.
- In the case of the European Certificate of Good Conduct, the EU member state concerned will be asked to provide the contents of the criminal record there. The information provided will not be translated or checked for content.
- Finally, the certificate of good conduct is sent either to you or to the designated authority according to the purpose for which it is to be used.

Tip: You can also apply for a certificate of good conduct informally in writing, provided your signature on your application is notarised.

### Electronic application

You can also apply for a certificate of good conduct online via the Federal Office of Justice's internet portal. You will then receive the requested document by post. If your application is incorrect, you will be informed either immediately online or subsequently that your

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application has been rejected.

For identification, you need an electronic identity card or an electronic residence permit with activated online function, an appropriate card reader, the "AusweisApp" (version 1.13 or higher) for your internet browser and, if necessary, a scanner or camera for uploading the documents.

Inspection of the certificate of good conduct

If your certificate of good conduct contains entries, you can request that it first be sent to a local court named by you. There you can inspect it and find out which entries it contains.

Attention! Be sure to state your wish to inspect the certificate when you apply to the registration office. Please note that the inspection will considerably delay the procedure. Therefore, it should only be requested after consultation and in justified individual cases.

The local court will notify you in writing of the receipt of the certificate of authority and inform you when and where you can inspect the entries. You can then decide whether the certificate should be forwarded or destroyed.

Note: Even if this time-consuming procedure is waived, the receiving authority must still allow you to inspect the certificate upon request.

## Bearbeitungsdauer

Usually two to three weeks The production of a European Certificate of Good Conduct may take longer, but it should be issued no later than 20 working days after the request for information from the Federal Office of Justice to the EU member state concerned.

## Frist

none

## weiterführende Informationen

## Hinweise

## Rechtsbehelf

Modul	Sachverhalt
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	