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Certificate of Good Conduct

Heruntergeladen am 12.07.2025

<https://fimportal.de/xzufi-services/S1000020010000002243/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99049001001000
Leistungsbezeichnung I	Certificate of Good Conduct
Leistungsbezeichnung II	Application Certificate of Conduct
Typisierung	2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Personal certificate of good conduct</div> , <div lang="en-x-mtfrom-de">Criminal record certificate</div> , <div lang="en-x-mtfrom-de">Official certificate of good conduct</div> , <div lang="en-x-mtfrom-de">Issuance of a certificate of good conduct for private law purposes</div> , <div lang="en-x-mtfrom-de">Certificate of good conduct for private law purposes</div> , <div lang="en-x-mtfrom-de">Certificate of good conduct for submission to an authority</div> , <div lang="en-x-mtfrom-de">Certificate of good conduct, extended</div> , <div lang="en-x-mtfrom-de">Working with minors, certificate of good conduct</div> , <div> </div>

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	<p>lang="en-x-mtfrom-de">Extract from the federal central register</div>, <div lang="en-x-mtfrom-de">Online application for a certificate of good conduct</div>, <div lang="en-x-mtfrom-de">European certificate of good conduct</div>, <div lang="en-x-mtfrom-de">Certificate of good conduct, European</div>, <div lang="en-x-mtfrom-de">EU clearance certificates</div>, <div lang="en-x-mtfrom-de">Certificate of good conduct, EU</div>, <div lang="en-x-mtfrom-de">official certificate of good conduct</div>, <div lang="en-x-mtfrom-de">simple guide</div>, <div lang="en-x-mtfrom-de">extended certificate of conduct</div>, <div lang="en-x-mtfrom-de">imprisonment</div>, <div lang="en-x-mtfrom-de">penalty</div>, <div lang="en-x-mtfrom-de">criminal record</div>, <div lang="en-x-mtfrom-de">criminal record</div></p>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	30.07.2024
Fachlich freigegeben durch	
Handlungsgrundlage	Federal Central Register Act (BZRG) https://www.gesetze-im-internet.de/bzrg/
Teaser	A certificate of good conduct is a document that shows whether or not you have a criminal record. The certificate of good conduct usually reflects the contents of the German Federal Central Register.
Volltext	A certificate of good conduct may be necessary in different situations: You start a new job, apply for

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certain official permits, such as a passenger transport license, or you undertake voluntary work with minors. Depending on the situation, you apply for a simple, an extended or an official certificate of good conduct. If you have other citizenships within the European Union (EU) in addition to German citizenship, you will receive a European Certificate of Good Conduct. This contains the entries from all EU countries of which you are a citizen.

Erforderliche Unterlagen

ID card or passport If applicable: proof of exemption from costs If you are applying for an extended certificate of good conduct: Confirmation from the person or body requesting the extended certificate of good conduct from you that the requirements of Section 30a of the Federal Central Register Act are met

Voraussetzungen

You have already turned 14 years old. If you want to apply for the certificate of good conduct online, you need: Electronic identity card, electronic residence permit or eID card, each with activated online ID function current smartphone IDApp Credit card or Giropay

Kosten

13.00 EUR, plus any additional costs for certification or apostille If you meet one of the following requirements, the certificate of good conduct may be free of charge for you: Receiving citizen's allowance Receiving social assistance Receipt of child benefit supplement according to Section 6a of the Federal Child Benefit Act Receiving benefits under the Asylum Seekers Benefits Act Receiving BAföG Full-time carer voluntary work Voluntary social year

Verfahrensablauf

You can submit the application online: You can access the online service via the website of the Federal Office of Justice (www.fuehrungszeugnis.bund.de). You state for whom you would like to apply for the certificate of good conduct. You connect to the online ID function. Your personal data will be read out. You provide information about your nationality. You indicate which certificate of good conduct you would like to apply for (simple, extended certificate of good conduct or certificate of good conduct for official purposes). You upload any necessary documents. You will see the summary. You pay the fee by credit card or Giropay.

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	<p>You will usually receive the certificate of good conduct by mail. Only the official certificate of good conduct is sent directly to the authorities. You can submit the application in person: You can make an appointment online or by calling 115. You bring all necessary documents with you to the appointment and present them. Certificates of good conduct can be applied for at the registration office of both the main and secondary residence. The responsible authority will accept your application and forward it to the Federal Office of Justice. You will receive confirmation of your application. You pay the fee. You will usually receive the certificate of good conduct by mail. Only the official certificate of good conduct is sent directly to the authorities.</p>
Bearbeitungsdauer	<p>The application takes about 5 minutes. The processing time for the simple and extended certificate of good conduct approximately 2 weeks European certificate of good conduct approximately 6 weeks</p>
Frist	no
weiterführende Informationen	<p> https://www.fuehrungszeugnis.bund.de/ https://www.fuehrungszeugnis.bund.de/ https://www.hamburg.de/go/17584 https://www.hamburg.de/politik-und-verwaltung/behoerden/behoerde-fuer-wissenschaft-forschung-gleichstellung-und-bezirke/standorte-17584 https://www.bundesjustizamt.de/SharedDocs/Downloads/DE/ZentraleRegister/Bundeszentralregister/Merkblatt_Gebuehrenbefreiung.html https://www.bundesjustizamt.de/SharedDocs/Downloads/DE/ZentraleRegister/Bundeszentralregister/Merkblatt_Gebuehrenbefreiung.html https://www.bundesjustizamt.de/DE/Themen/ZentraleRegister/Fuehrungszeugnis/Fragen/Fragen_node.html#AnkerDokument98510 https://www.bundesjustizamt.de/DE/Themen/ZentraleRegister/Fuehrungszeugnis/Inland/Inland_node.html#faq5504810 </p>
Hinweise	<p>If you need a certificate of good conduct for official purposes and would like to view the certificate of good conduct, you can request that it be sent in advance to a district court of your choice. You can then decide</p>

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	<p>whether the certificate of good conduct should be forwarded to the authority. People without a permanent residence or homeless people should contact Hamburg Service-Hamburg Mitte. For a certificate of good conduct for use abroad, you may need a certificate of authenticity in the form of a legalization or an apostille. This incurs additional costs and increases the processing time. Information on whether and, if so, in what form a certificate of authenticity is required can be obtained from the embassies or consular representations of the countries in which the certificate of good conduct is to be presented. If you are abroad, you can send the application in writing directly to the Federal Office of Justice. The application must be officially confirmed with your signature. If you need proof of your criminal record in countries outside the EU, please contact the relevant foreign mission.</p>
Rechtsbehelf	no
Kurztext	<p>A certificate of good conduct provides information about any previous convictions. The document reflects the contents of the Federal Central Register. Types of certificates of good conduct: Simple certificate of good conduct: For personal purposes, for example for employers. Extended certificate of good conduct: May be required for activities involving child and youth work; will be requested by the employing agency. Certificate of good conduct for official purposes: May be required for certain administrative procedures; the responsible authority will inform you of this. European Certificate of Good Conduct: If you have multiple EU citizenships, it contains entries from all EU countries where you have citizenship</p>
Ansprechpunkt	<p>If you want to find out exactly who is responsible for your request, please follow the link to</p> <p>Hamburg Service</p>
Zuständige Stelle	Hamburg services
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link

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is only available in german)