

Germany Criminal Application Form

The following document provides detailed instructions and a copy of the Germany Certificate of Good Conduct Application Form required to order a criminal search in Germany.

Contents:

- Search Description
- In-Country and Out-of-Country Processes
- Instructions for Completing the Form
- Application Form

Search Description:

The search is conducted through the Federal Office of Justice - Federal Central Criminal Register under the Ministry of Justice.

- The process for ordering a Criminal Certificate (polizeiliches Führungszeugnis) in Germany varies depending on whether the applicant resides *In-Country* or *Out-of-Country*.
- In-Country applicants must apply directly with the authorities.
- The authorities require an Application Form to be completed for Out-of-Country applicants.
- The authorities will issue the certificate directly and only to the applicant regardless if the applicant is *In-Country* or *Out-of-Country*.
- Applicant participation is required.
- A Certificate issuance fee and other handling fees will apply. The total amount depends on whether the applicant resides *In-Country* or *Out-of-Country*.

In-Country Applicant Process:

- The applicant will receive an email (the email template is shown below for your reference) from our European partner at the applicant's email address provided with the request.
- The applicant will be required to apply in-person at their town hall (or "Einwohnermeldeamt").
- The applicant will be required to complete the application form, show proof of ID, and pay the fee of €13.00 for the issuance of the certificate (Please know that the amount may vary at the time of this request).
 - The applicant will be reimbursed by our European partner for the cost of the certificate only. However, the applicant must provide their bank details via email to our European partner at the email address provided, so that they can be reimbursed for the fee.
 - The applicant will not be reimbursed for any additional fees incurred during the process.
- The authorities will process the application and the Certificate of Good Conduct will be mailed to the applicant's current mailing address only.

- Once the applicant receives their certificate, they must send a copy of the Certificate of Good Conduct to the email address provided in the email to authenticate the certificate and complete the order.

Email Template for In-Country Applicants:

The following email template will be used to contact applicants that reside in Germany. Please make sure the applicant is aware of the process so that the search can be completed in a timely manner and avoid any confusion during the process.

“Dear (*Applicant's Name*),

I am writing to you from iCOVER, the European fulfillment partner of InformData.

We have been asked to assist you with your application for a criminal record certificate - “polizieliches Führungszeugnis” in Germany.

In order to help you apply for a criminal record certificate, you will need to visit in person the town hall (or “Einwohnermeldeamt”). There you will required to complete an application form, show your ID and pay 13€ fees for the issuance of the document.

Important: After applying, please contact us by scanning the ticket for the paid fees in order for us then reimburse you this amount. Please provide us with your bank account details (IBAN and Swift/BIC) and we will transfer the amount immediately. Please note: iCOVER only reimburses the cost of the certificate, for any additional fees, you should reach out directly to your recruiter.

Once you have received the Certificate of Conduct, please scan it and e-mail the scanned copy to us at: data@i-covereurope.com.

If you have any further questions, please feel free to contact us by e-mail at support@i-covereurope.com.

Please confirm us that you have received this message”

Out-of-Country Applicant Process:

- Applicants residing outside Germany must complete the Application form attached according to the instructions provided below.
- The form must be notarized once completed.
- The applicant must mail the ORIGINAL Notarized Application Form and required documents to:

Attn to: International Team
1701 Barrett Lakes Boulevard
Suite 380
Kennesaw, GA 30144

- The Notarized Application will be submitted to the German authorities once all of the documentation has been reviewed and verified by InformData's International team.
- Additional fees for post, certificate issuance handling, and wire transfer charges will apply and added to the search.
- The German authorities will issue the certificate to the CURRENT MAILING ADDRESS that the applicant listed/entered on the top of the Application form.
 - Please ensure that the address is correct and that is where the applicant can receive mail.
- Once the applicant receives the certificate at their current mailing address, they will scan the copy of the certificate and email it to international@informdata.com.

Completing the Search:

As mentioned previously, the German authorities will issue the certificate **only** to the applicant regardless if the applicant is In-Country or Out-of-Country. Therefore, in the event that we do not receive the final certificate within the expected period, a follow-up email will be sent to the applicant. Please refer to example below of the Follow-up Email an applicant may receive.

In addition, due to data privacy laws, the authorities will not provide detailed information regarding the status of an application unless they are contacted by the applicant directly. Applicants may reach out to the authorities by email or phone at:

- bzr.international@bfj.bund.de
- +49 22899410-5454; +49 22899410-5412

Please ensure the applicant is aware of the process so that the search can be completed in a timely manner and avoid any confusion during the process.

Follow-up Email Template:

Dear (*Applicant's Name*),

"I am writing to you from iCover, the European fulfillment partner of InformData.

I am following up on an email sent to you on [*Date*] regarding your application for a criminal record certificate - "polizeiliches Führungszeugnis" in Germany.

Please, could you advise whether you have been able to apply for your criminal certificate? Or have you received the certificate from the authorities?

If you do have any further questions, we can be of any further assistance, please feel free to contact us by e-mail at: **XXXX**

Thank you in advance for your assistance."

Instructions for Completing the Application Form:

- Fill the form according to the instructions provided within this guide.
- The applicant can fill the form electronically or manually.
 - If the form is completed manually, it must be in legible handwriting.
 - Use BLOCK LETTERS and black ink

Applicant's Address

- Enter Applicant's Current Address in the top box - the address to which the Certificate of Good Conduct should be sent.
 - it must be complete and clear address.
 - Unclear or missing information may cause delays in the process.
 - Ensure the address is where the applicant can receive mail.

Bundesamt für Justiz
- Bundeszentralregister -
Referat IV 2
53094 Bonn

Sender: (please state your current home address)



Complete current mailing
address



Application Type & Details

- Reference Number: Leave these fields blank.

Reference no. (if known): IV2 - <u>Leave Blank</u> D <u> </u>
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- Select the following boxes on the form:
 - ☐ Certificate of Good Conduct
 - ☐ Please send the certificate to my home address as stated above.
 - Under fee section select; ☐ was transferred on (date) _____, to the account of the Bundesamt für Justiz
Deutsche Bundesbank - Cologne branch -
BIC: MARKDEF1370, IBAN: DE49370000000038001005.
 - Leave the date field blank and the InformData's team will complete accordingly.

Reference no. (if known): IV2 - <u> </u> D <u> </u>	
☒	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 (certificate of good conduct for official purposes). 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).
The fee of € 13 for the certificate of conduct (please cross the appropriate box)	
☐	has already been paid.
☒	was transferred on (date) <u>Leave Blank</u> to the account of the Bundesamt für Justiz Deutsche Bundesbank – Cologne branch – BIC: MARKDEF1370, IBAN: DE49370000000038001005.
☐	is enclosed (cheque).

Applicant's Personal Information

- Completed all the fields in this section.
- Applicant's Name:
 - Surname at birth - Required field - If the applicant's birth name differs from his/her family name, both names must be stated.
 - Surname - Enter last name even if it is the same as above.
 - First Name(s) - enter all names including middle name.
- Date of birth must be in DD/MM/YYYY format
- Place of birth - include Country
- Nationality - as listed in Passport/ID document
- Applicant's Signature - Wet Signature is required and it this must be signed in-front of a notary/Embassy/etc. as the form must be notarized

My personal details are as follows:

Surname at birth:
(Required field)

Surname:

First name(s):

Date of birth:
(DD/MM/YYYY)

Place of birth:

Nationality:

Applicant's signature: *Wet Signature*

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

Notarization

- The following section is to be completed by public Notary or Embassy or Consulate's representative, or Police Station, etc., it includes;
 - Date - enter the date the form is being sign
 - Signature of Notary
 - Seal - Notary's seal

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

Seal

Date **Embassy / Consulate / Police station / Authority / Notary public**

- Leave this section blank as it does not apply.

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

Reference or file no., if known: *Leave Blank*

Name of authority:

Address of authority:

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 (**certificate of good conduct for official purposes**).
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).

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 –
BIC: MARKDEF1370, IBAN: DE49370000000038001005.
- ☐ is enclosed (cheque).

My personal details are as follows:

Surname at birth:
(Required field)

Surname:

First name(s):

Date of birth:
(DD/MM/YYYY)

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 / Consulate / Police station /
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 99 410-5668

Opening hours:
Mon-Fri 09:00 a.m. – 11:00 a.m.
Mon-Thu 01:30 p.m. – 03:00 p.m.