

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
Fax no.:
+49 228 99 410-5050

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



Instructions for Germany Searches

****Please note that the process is different depending on whether the applicant lives in-country or out-of-country****

Out-of-Country Applicants:

1. The applicant must complete, sign and notarize the Special Application Form (please see form listed above; the applicant should NOT complete the example provided below)
2. The applicant will mail the ORIGINAL Notarized Application Form to 1701 Barrett Lakes Boulevard Suite 380 Kennesaw, GA 30144 Attn to: International Team
3. The application will be submitted to the German authorities via mail once all of the documentation has been verified by the SJV team
4. The German authorities will issue the certificate to the CURRENT ADDRESS that the applicant lists on the top of the notarized application form that they provide (please ensure that the address is correct and that is where the applicant can receive mail)
5. Once the applicant receives the certificate at their current mailing address, they will scan the copy of the certificate to international@sjvassoc.com

The instructions below are listed to guide the applicant through the process of completing the Special Application Form correctly:

EXAMPLE

Bundesamt für Justiz
- Bundeszentralregister -
Referat IV 2
53094 Bonn

Sender: (please state your current home address) **EXAMPLE**

PLEASE WRITE THE CANDIDATE'S COMPLETE ADDRESS CLEARLY IN THE BOX; UNCLEAR INFORMATION MAY RESULT IN DELAY

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.

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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
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Deutsche Bundesbank – Cologne branch –
BIC: MARKDEF1370, IBAN: DE4937000000038001005. **EXAMPLE**

is enclosed (cheque). **EXAMPLE**

1. 'My Personal Data' Section:
 - a. Surname at Birth
 - b. Surname
 - c. All First Names
 - d. Date of Birth
 - e. Place of birth
 - f. Nationality
 - g. Signature of the applicant

My personal details are as follows:

EXAMPLE

| | |
|---------------------------------------|---------|
| Surname at birth: (Required field) | EXAMPLE |
| Surname: | EXAMPLE |
| First name(s): | EXAMPLE |
| Date of birth: (DD/MM/YYYY) | EXAMPLE |
| Place of birth: | EXAMPLE |
| Nationality: | EXAMPLE |

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

Applicant's signature: EXAMPLE EXAMPLE

2. The bottom of the form must also be notarized.

| | | | |
|--|-------------|---|--|
| The above signature is hereby certified as authentic and the personal details provided are hereby certified as correct: | | | |
| EXAMPLE <hr style="border: 1px solid red;"/> Date | Seal | EXAMPLE <hr style="border: 1px solid red;"/> Embassy Police station | EXAMPLE <hr style="border: 1px solid red;"/> Consulate Authority |
| | | Notary public | |

In-Country Applicants:

1. The e-mail below will be sent to the applicant from our European partner
2. The applicant will be instructed to visit the town hall (or “Einwohnermeldeamt”) in person to apply for their certificate
3. The applicant will be required to complete the application form, show proof of ID and pay the fee for the issuance of the certificate.
4. The certificate will be mailed to the applicant’s **current address**
5. The applicant should provide the proof of payment receipt to the email address listed in the template below to ensure they are reimbursed for the cost of the certificate (note that the applicant will not be reimbursed for any additional fees)
6. Once the applicant receives their certificate via mail at their current address, they should send the certificate to the email provided in the template below.

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

E-mail template for applicants that reside in Germany:

“Dear (Candidate Name)

I am writing to you from I-Cover, the European fulfillment partner of SJV & Associates. We have been asked to assist you with your application for a German criminal record certificate – “polizeiliches 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 be 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 to then reimburse you this amount. Please provide us with your bank account details (IBAN and Swift/BIC) and we will transfer the amount immediately.

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”