

99049001001000

Issue of certificate of good conduct

Heruntergeladen am 20.07.2025

<https://fimportal.de/xzufi-services/577649/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99049001001000
Leistungsbezeichnung I	Issue of certificate of good conduct
Leistungsbezeichnung II	Apply for a certificate of good conduct
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Bund
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	
Verrichtungskennung	Erteilung (1)
SDG-Informationsbereich	nicht SDG-relevant
Lagen Portalverbund	Jobsuche und Arbeitslosigkeit (1040300), Urkunden und Bescheinigungen (1070200), Personal einstellen (2030200)
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	10.06.2024
Fachlich freigegeben durch	Federal Ministry of Justice (BMJ)
Handlungsgrundlage	https://www.gesetze-im-internet.de/bzrg/BJNR002430971.html#BJNR002430971BJNG000502308
Teaser	If you need to prove whether or not you have a criminal record, you can apply for a simple certificate of good conduct, an extended certificate of good conduct or a certificate of good conduct for submission to an authority.
Volltext	<p>The certificate of good conduct is a document that certifies whether or not you have a criminal record. If you need to prove whether or not you have a criminal record, you can apply for a certificate of good conduct.</p> <p>There are the following types of certificates of good conduct:</p> <ul style="list-style-type: none"> • simple certificate of good conduct • extended certificate of good conduct • Certificate of good conduct for submission to an authority • European certificate of good conduct <p>If you need the certificate of good conduct for personal purposes, it is a simple certificate of good conduct. This is used, for example, for submission to your employer.</p> <p>You need an extended certificate of good conduct if you</p> <ul style="list-style-type: none"> • work in the area of children and young people, for example in a school or sports club, or • want to work with people in need of care or people with disabilities. <p>The certificate of good conduct for official purposes is used exclusively for submission to an authority, for example if you need a driver's license. The certificate of good conduct is then sent directly to the authority that requested it from you. In addition to criminal court decisions, it also contains certain decisions by</p>

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administrative authorities, for example the revocation of a professional license. If you suspect that the certificate of good conduct contains entries, you can request that it is first sent to a local court named by you so that you can inspect it there.

If you are a citizen of one or more other EU member states or Great Britain in addition to Germany, you will receive the requested document as a European Certificate of Good Conduct. In addition to the German certificate of good conduct, it contains 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 in accordance with its law.

Erforderliche Unterlagen

- Identity card, eID card or residence permit
- Identification by passport is also possible at the registration office
- if necessary, further documents to prove certain details, for example, a request from the employer to submit an extended certificate of good conduct

Voraussetzungen

- Completion of the 14th year of age
- Legal capacity

Kosten

Abgabe: 13€
Note: In certain cases, the fee for a certificate of good conduct may be waived.
Zahlung nur mit Vorkasse

Verfahrensablauf

You can apply for all types of certificates of good conduct online, in person at the registration office responsible for you and - under certain conditions - in writing at the registration office responsible for you.

If you would like to apply for a certificate of good conduct online:

- Go to the website for applying for a certificate of good conduct and follow the instructions.
- You will then need an electronic ID card, an electronic residence permit or an eID card as proof of identity, each with an activated PIN, a suitable smartphone or card reader, the AusweisApp2 and, if necessary, a digital capture device (e.g. scanner or digital camera) to

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upload evidence.

- You will then receive the requested certificate of good conduct by post to your home address.
- If the application is not successful, you will be informed either immediately online or subsequently.

If you would like to apply for the certificate of good conduct in person or in writing:

- Make an application for a certificate of good conduct at your local registration office or citizens' registration office. You must prove your identity there. An official identity document will serve this purpose.
- If necessary, you must prove that you are a citizen of another EU member state.
- The authority will then forward the application to the Federal Office of Justice.
- From abroad, the application can be submitted in writing directly to the Federal Office of Justice. Your personal details and signature must be officially confirmed for this.
- The requested certificate of good conduct will be sent to your home address by post.

If you apply for the certificate of good conduct for submission to an authority, it will be sent directly to the authority. If you suspect that the certificate of good conduct contains entries, you can request that it is first sent to a local court named by you. You can then view it there. You can then decide whether it should be forwarded to the authorities or destroyed.

Bearbeitungsdauer

4 - 8 Woche(n)
 The processing time corresponds to the normal case and may vary.

Frist

There is no deadline.

weiterführende Informationen

https://www.bundesjustizamt.de/DE/Themen/Buergerdiensten/BZR/FZ_node.html
https://www.bundesjustizamt.de/SharedDocs/Downloads/DE/ZentraleRegister/Bundeszentralregister/Merkblatt_Gebuehrenbefreiung.html

Hinweise

Modul	Sachverhalt
Rechtsbehelf	<ul style="list-style-type: none"> • Application for a court decision at the OLG Hamm
Kurztext	<ul style="list-style-type: none"> • Certificate of good conduct • Certification of a criminal record by certificate of good conduct • can be issued as: simple certificate of good conduct, as a certificate of good conduct for submission to an authority or as an extended certificate of good conduct • automatic issue of a European certificate of good conduct if a nationality of a member state of the European Union (EU) or the United Kingdom is present instead of or in addition to German nationality • can be applied for online, in person or in writing • Certificate of good conduct for submission to an authority is sent to the authority • If it is suspected that the certificate of good conduct for submission to an authority contains entries, you can apply for it to be sent to a local court • Processing time: 4 to 8 weeks as a rule • Prerequisites: Completion of the 14th year of age legal capacity • Costs: 13 EUR In certain cases, the fee for a certificate of good conduct may be waived • responsible: Federal Office of Justice (BfJ)
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Issue of certificate of good conduct, Führungszeugnis Erteilung