

99049001001001, 99049001001001

Simple certificate of good conduct

Heruntergeladen am 24.06.2025

<https://fimportal.de/xzufi-services/101698393/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99049001001001, 99049001001001
Leistungsbezeichnung I	Simple certificate of good conduct
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Führungszeugnis (049)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	
Lagen Portalverbund	Urkunden und Bescheinigungen (1070200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	

Modul
Sachverhalt
Fachlich freigegeben durch
Handlungsgrundlage

<https://www.gesetze-im-internet.de/bzrg/BJNR002430971.html#BJNR002430971BJNG000601306>

Teaser

How do I apply for a simple certificate of good conduct?

Volltext

Police clearance certificates provide information on whether the person named in the certificate has a criminal record or not. Employers therefore often require a certificate of good conduct before hiring a new employee.

There are two types of criminal record certificates:

- Private certificate of good conduct (N) for private purposes
 - Official certificate of good conduct (O) for submission to a German authority
- The data on the certificate of good conduct is taken from the Federal Central Criminal Register. The Federal Central Criminal Register contains, for example, criminal convictions, decisions by administrative authorities and courts or notices of incapacity. The most important information from final criminal convictions is listed in private criminal records. For example, the offense and the amount of the sentence imposed are noted. Criminal convictions of minor importance are not included if no other sentence is entered in the Federal Central Criminal Register. This is the case, for example, for fines of no more than 90 daily rates or prison sentences of no more than three months. The certificate of good conduct for submission to an authority also contains further information. For example, it lists certain decisions by administrative authorities such as the revocation of a firearms license or a business license. As a rule, all convictions for criminal offenses in connection with the exercise of a trade are also shown. The entries do not remain in the register permanently. They are deleted after certain time limits have expired. If the Federal Central Criminal Register does not contain any data relevant to the certificate of good conduct, the certificate of good conduct will state "Content: no entry". The person concerned may then

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describe themselves as not having a criminal record.

If you are a citizen of another EU member state and live in Germany, you can also apply for a European Certificate of Good Conduct. Such a certificate of good conduct includes an additional notification of entries in the criminal record of your home member state.

Erforderliche Unterlagen

- valid identity card or passport
- additionally in the case of a certificate of authority (O): Address of the authority and its file number or purpose of use

If you would like to submit your certificate of good conduct directly to the Federal Office of Justice via the online portal, you will also need

- New electronic identity card or electronic residence permit, each with activated online ID function
- Card reader for reading the ID document
- IDApp2

If necessary, a digital capture device such as a scanner or digital camera so that you can upload evidence.

Voraussetzungen

Minimum age: 14 years

Kosten

EUR 13,00

Verfahrensablauf

You can submit the application

- in person at the registration office of your municipality (citizens' office)
- in writing, also at the registration office of your municipality, stating your personal details (date of birth, surname at birth, possibly different surname, first name(s), place of birth, nationality, address). In this case, the signature on the application letter must be officially or publicly notarized. If it is not already evident from the notarized signature, the accuracy of the data must be verified. Please also contact the relevant registration office before submitting your written application to arrange payment of the fee.
- via an online portal directly at the Federal Office of Justice This is particularly useful if you live outside the Federal Republic of Germany.

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The following applies to any form of application:

A legal representative, such as parents for minors, can also submit the application. You cannot authorize another person. When you submit the application, you must state whether you require the certificate for private purposes (N) or for submission to an authority (O). If you require the certificate for private purposes, you will receive it by post directly from the Federal Office of Justice. A certificate for submission to a public authority will be sent directly to that authority. Therefore, please state the address of the authority and, if possible, the file number when submitting your application. You can request to view the certificate of good conduct beforehand. It will then be sent to a local court named by you if it contains entries. You can view it there. The local court will then forward the certificate of good conduct to the authorities. You can object to the forwarding. The certificate of good conduct will then be destroyed.

Bearbeitungsdauer
Frist
**weiterführende
Informationen**
Hinweise
Rechtsbehelf
Kurztext
Ansprechpunkt
Zuständige Stelle

Registration office of your municipality

Formulare
Ursprungsportal

Führungszeugnis Erteilung einfach, Simple certificate of good conduct