

Online guide to your certificate of good conduct

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1. Requirements for your certificate of good conduct

The following requirements are essential the online application for your certificate good conduct:

1.a. You need the new ID card in EC format with activated online ID function or a residence permit, including this with activated online ID function.

1.b. You need a card reader to read out your identity card 1.c. You need a current version of the free **ID card app2**

1.c. In this case only for legal guardians: You need a digital recording device such as a smartphone, a scanner, etc. to upload evidence such as a birth certificate.

1.d. You need a credit card such as Master Card / Visa Card or a current account that allows the payment option "GiroPay".

2. Online guide step by step - instructions

Go to the website of the Federal Office of Justice (BfJ) and click on the menu item "Apply for a certificate of good conduct"

https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/BZR/FZ_node.htmlgood

At the top of the BfJ's website you can see exactly which step you are currently in.

Step 1

Here you will be asked whether you would like to apply for the certificate of conduct for yourself or for another person. Select the menu item "For myself", then click "Next".

Step 2

Here you enter your data relating to your own personal data used here. Please click on the displayed symbol and insert (depending on the model) your identity card into the card reader. An ID card app will automatically start on your computer screen. After clicking on "Issue now", please enter your personal PIN either on the screen or on your card reader. If you have entered the information correctly, your data (name, maiden name, place of residence, etc.) will automatically appear on the BfJ's website.

Step 3

Here you can provide additional information about the application for your certificate of good conduct. Simply select the information that suits you, then please confirm with "Next". You will now have the opportunity to check your details for correctness and to confirm them again with "Next".

Step 4

Here you select your preferred payment method and you will be redirected to payment processing. Please complete your payment details, such as card validity and verification number for credit cards, and confirm your entries by clicking the "Pay" button.

Step 5

After your payment, you will be directed to an overview page that you can print out for your records. The application for your certificate of good conduct is now complete and you only need to wait for your mail to arrive, which will be sent to the address you provided.

Watch the video guide for instructions on YouTube →

https://www.youtube.com/watch?v=rboroxvZP_I

3. FAQ

Where can I get my certificate of good conduct?

Either directly at the Federal Office of Justice, where you can apply for your certificate of good conduct personally, or conveniently on the website of the Federal Office of Justice (**BfJ**).

Do I have to apply for my certificate of good conduct myself?

Yes, a certificate of good conduct can only be requested for yourself or from the legal representative / guardian for the person concerned.

How long will it take to get my certificate of good conduct?

After applying for your certificate of good conduct, you will usually receive your certificate of good conduct from the Federal Office of Justice within three to 14 working days. This depends, among other things, on the order volume with the BfJ.

How do I get my certificate of good conduct?

You will receive your certificate of good conduct simply and conveniently by post to the address on file.

What does a certificate of good conduct look like?

Your certificate of good conduct is an electronically generated document and is valid without a signature.

What is an "extended certificate of good conduct"?

The extended certificate of good conduct is an even more meaningful document than the certificate of good conduct. Even more in-depth data is requested. To receive an extended certificate of good conduct, you need a letter of application from the requesting body.

Will the employer pay for my certificate of good conduct?

Since it is compulsory for various professional groups to present a certificate of good conduct to the employer, you have the option of submitting proof of payment to the employer for your certificate of good conduct. Unfortunately, this does not mean that your employer is obliged to automatically pay the costs for this.

Do certain groups of people receive a fee exemption?

Yes, under certain conditions it is possible to apply for an exemption from fees for the certificate of good conduct. As a rule, there is a fee exemption for people in need, for example. You can read about this in a leaflet from October 15th on the website of the Federal Office of Justice. 2014

How long is my certificate of good conduct valid?

Basically there is no regulation about the validity of your certificate of good conduct. If you are asked by a potential employer to present your certificate of good conduct, it should generally not be older than three to six months. Since the contents of a certificate of good conduct could theoretically change from day to day (e.g. a new entry could have been made as soon as the authorities were informed of a judgment made by the court), it is best to ask the employer in advance how old your certificate of good conduct is may be.

When will my account or credit card be charged?

After your payment, you will receive an email from the payment provider confirming your payment. It then usually takes a few days for the payment amount to be debited from your account or credit card.

4. Application for your certificate of good conduct at the office or notary

In the event that you do not have the new identity card in EC format with activated online ID function or a residence permit, including one with activated online ID function and / or no card reader, you have only the possibility of requesting your certificate of good conduct directly from the Federal Office of Justice (BfJ), or of going to the citizens' office responsible for you and applying for a certificate of good conduct there. The application must be certified by the citizens' office or by another official body, such as a notary, and is then sent to the BfJ.

Visiting:

Federal Office of Justice

Visiting address: Adenauerallee 99-103 53113 Bonn

addressShipping address for the certified application for a certificate ofconduct:

Federal Office of Justice

- FederalRegister - Section IV 2

Central 53094 Bonn