

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: DE4937000000038001005.
- 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 Processing Germany Special Consent Form



****The Consent form should only be filled out for applicants that reside outside of Germany****

1. List the applicant's current address
2. Select the 'Certificate of good conduct' box
3. Please select the 'please send certificate to my home address as stated above' box
4. The applicant should select the box labeled 'Has been transferred on _____ to the account of the Bundesamt für Justiz Deutsche Bundesbank – Cologne branch -... ' (please note that the applicant does not have to pay an additional fee, the fee is already included in the price of the search)

Bundesamt für Justiz
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Sender: (please state your current home address)

Aktuelle Privatschrift

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Deutsche Bundesbank – Cologne branch –
BIC: MARKDEF1370, IBAN: DE4937000000038001005.
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5. '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:

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:

6. 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:			
<input style="width: 95%; height: 100%;" type="text"/>	Seal	<input style="width: 95%; height: 100%;" type="text"/>	<input style="width: 95%; height: 100%;" type="text"/>
Date	Embassy Police station	Consulate Authority	Notary public