

# Germany Criminal Record Process (I)

Updated: 05 Dec 2024



## Introduction

Criminal Record searches in Germany are done through a Certificate process which requires subject participation. The German Criminal Record report is called a Führungszeugnis (Certificate of Good Conduct). The Criminal Record is obtained from the Bundeszentralregister (Federal Central Register) at the Bundesamt für Justiz (Federal Office of Justice). This packet provides the instructions to complete this process.

## Application Procedure for Certificate

First Advantage will need contact information for the subject so that we can provide it to our local fulfillment partner. The local fulfillment partner will provide detailed instructions to the subject on obtaining their Certificate. After the subject applies for their Certificate, the local fulfillment partner will then follow up with the Criminal Records Bureau in Germany until completion of the Certificate.

## U.S. military base in Germany

If the candidate resided on a U.S. military base in Germany, FADV is unable to process a criminal search through the stationed country.

## Residing in Germany

See the section titled “Instructions Provided: Subject Residing in Germany” for the specific instructions provided to the subject.

Additional information on this process can be found on the German Office of Justice website at: [https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/BZR/FZ\\_node.html](https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/BZR/FZ_node.html)

- The subject is required to go to the local Einwohnermeldeamt (Registration Office) in the town hall to personally request their Certificate. The subject must personally place their request; they may not delegate this to another individual.
- The subject will need to bring their passport or ID Card to the Registration office.
- The request for the Certificate is completed at the Registration Office. The subject’s signature will be verified at this time.
- The subject will need to pay the fee of 13.00 EUR. Our partner will reimburse the fee.
- The Certificate will be sent by the Federal Central Register directly to the subject. The subject should send the Certificate to our partner, who will enter the information into our system.

## Residing outside of Germany

See the section titled “Instructions Provided: Subject Residing Outside of Germany” for the specific instructions provided to the subject.



Additional information on this process can be found on the German Office of Justice website at: [https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/BZR/Inland/FAQ\\_node.html](https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/BZR/Inland/FAQ_node.html)

- The subject should complete the Certificate application form, called an “antrag”. The form is available on the web in German, English, and French:

### German:

[https://www.bundesjustizamt.de/EN/SharedDocs/Public/BZR/antrag\\_de.pdf?blob=publicationFile&v=3](https://www.bundesjustizamt.de/EN/SharedDocs/Public/BZR/antrag_de.pdf?blob=publicationFile&v=3)

### English:

[https://www.bundesjustizamt.de/EN/SharedDocs/Public/BZR/antrag\\_en.pdf?blob=publicationFile&v=3](https://www.bundesjustizamt.de/EN/SharedDocs/Public/BZR/antrag_en.pdf?blob=publicationFile&v=3)

### French:

[https://www.bundesjustizamt.de/EN/SharedDocs/Public/BZR/antrag\\_fr.pdf?blob=publicationFile&v=3](https://www.bundesjustizamt.de/EN/SharedDocs/Public/BZR/antrag_fr.pdf?blob=publicationFile&v=3)

On the application form, two boxes must be checked:

1. Please send it to my home address
2. The fee for the Certificate of Conduct .... has been transferred.

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).

- For subjects who reside outside of Germany, our local fulfillment partner will cover the fee of the Certificate.
- The personal data and the signature on the form must be officially confirmed. Such official confirmation may be issued by a German diplomatic or consular representation or by a foreign authority or a notary. It is also sufficient to send an officially certified photocopy of an official personal document (identity card or passport) from which the personal data may be established. If the maiden name differs from the family name, the latter is also to be stated. The copy is to be signed by the person making the application prior to certification.



- German Embassy or Consulates may also provide pre-printed good conduct certificate application forms. This form must be notarized by a public notary or by the German diplomatic office. The subject will need to bring their passport or ID card to the Registration office to provide their identity.
- The completed and notarized application form should be sent by post to:  
Bundesamt für Justiz  
Bundeszentralregister -  
Sachgebiet IV 21 / IR  
53094 Bonn  
GERMANY

#### English Translation

The Office of Justice Address is:  
Federal Office of Justice  
Unit IV 2  
53094 Bonn

- The Certificate will be sent by the Federal Central Register directly to the subject. The subject should send clear, scanned copy of the Certificate to our partner at the email address [data@i-covereurope.com](mailto:data@i-covereurope.com), who will enter the information into our system.

### **Additional Fees**

There are no additional fees for this search.

### **Turnaround Time**

The turnaround time averages 14 – 20 business days. Additional turnaround time may be required for certain countries due to delays with the postal process.

### **Instructions Provided: Subject Residing in Germany**



Dear [REDACTED],

I am writing to you from iCOVER, the European fulfillment partner of First Advantage (FADV).

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 reimburse you this amount. Please provide us with your bank account details (IBAN and BIC/Swift) 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 [REDACTED]

If you have any further questions, please feel free to contact us via e-mail: [REDACTED]

Please confirm you have received this email at your earliest convenience.

Thank you in advance for your assistance.

Kind regards



Dear [REDACTED],

I am writing to you from iCOVER, the European fulfilment partner for First Advantage (FADV).

We have been asked to assist you with your application for a German criminal record certificate in Germany, also known as Führungszeugnis, or a Certificate of Good Conduct. These are the steps you must complete in order to request your criminal record certificate.

**Read these instructions in full before proceeding.**

Any delay in completing these actions could delay the completion of your background check, so we ask that you complete these tasks as soon as possible.

1. Complete the attached application form, sign it and have your signature authenticated.
2. When filling out the form, you must check the box next to "Please send it to my private address".
3. In order to authenticate your signature, you must go to the nearest police station, embassy or a public notary (Please note that obtaining a notary signature may incur charges and iCOVER does not reimburse notary charges, please contact your employer.).
4. You must print the proof of payment for the issuance fees which we have already paid. This proof is attached to this email and must be sent with your application form.
5. Mail the proof of payment and your completed, authenticated application form to the following address:

Postal address:

**Federal Office of Justice**  
Unit IV 2  
53094 Bonn

Please note it may take up to 30 (21 business) days to receive your certificate.

6. Once you receive the criminal record certificate (it will be returned to you via mail), you must scan it and email the scanned document to [vwanchorov@i-covereurope.com](mailto:vwanchorov@i-covereurope.com).

Please be advised that if the certificate is not received within this timeframe, you can contact the German authorities on Tuesday and Thursday between 9 am to 12 pm (German time) on the below to ask for an update on the status of your application:

[bzr.international@bfj.bund.de](mailto:bzr.international@bfj.bund.de)  
+49 22899410-5454  
+49 22899410-5412  
+49 22899410-5668

Please note that your criminal record certificate will not be issued if you do not follow all of the instructions listed above which will delay your background check. You do not need to pay any fees, they have been paid for you. If you have any questions, you can contact us via email at [REDACTED]





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## Germany Criminal check

Dear,

I am writing to you from I-Cover, the European fulfillment partner of First Advantage. 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: First Advantage would like to reimburse you for the cost you have incurred through a wire transfer. In order to do so, we will require the transaction receipt for the certificate and your bank details including the name of the bank, IBAN and Swift. If you would like to proceed with the reimbursement please provide the requested details at your earliest convenience."

Once you have received the Certificate of Conduct, please scan it and e-mail the scanned copy to us: [data@i-covereurope.com](mailto:data@i-covereurope.com)

If you have any further questions, please feel free to contact us by e-mail: [support@i-covereurope.com](mailto:support@i-covereurope.com)  
Please confirm that you have received this message.

Thank you in advance for your assistance.

Kind regards,



## Application for Certificate (English) – Sample

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:**

_____	<b>Seal</b>	_____	_____
<b>Date</b>	<b>Embassy Police station</b>	<b>Consulate Authority</b>	<b>Notary public</b>

**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: \_\_\_\_\_

