

Submit a current certificate of good conduct and a current extract from the debtor register as a professional supervisor

Are you registered as a professional caregiver? Then you must submit a current certificate of good conduct and current information from the debtor register every 3 years without being asked.

Competent Department

- [Örtliche Betreuungsbehörde](#)

Basic information

Once you have registered as a professional caregiver, you have notification and verification obligations.

Professional caregivers must submit a current certificate of good conduct (not older than 3 months) and current information from the central debtor register (not older than 3 months) to the parent authority every 3 years from registration without being asked.

- Every 3 years, starting from the date on which the registration becomes legally effective, a new certificate of good conduct in accordance with §30 Para.5 BZRG must be applied for without being requested to be sent directly to the parent authority.
 - The application should be made in such a way that the transmission (after a processing time of approx. 2 weeks) is received by the parent authority approximately when the effective date of the registration is 3 years old.
- At the same time, a new extract from the debtor register must be applied for.

You must submit the notifications and proof of these changes yourself. You will not be reminded to submit them.

The authority in whose district your place of business is located has local jurisdiction. If you do not have a place of business, the care authority at your place of residence is responsible.

Requirements

- You are registered as a professional caregiver.

What documents do I need?

- Certificate of good conduct according to § 30 paragraph 5 of the Federal Central Register Act
 - Not older than 3 months.
 - The certificate is sent directly to the parent authority by the Federal Office of Justice.
 - You can find the link to apply for a certificate of good conduct from the Federal Office of Justice under "Further information" - "Information and application for a certificate of good conduct from the Federal Office of Justice".
 - Please specify the following recipient:
 - Office for Social Services Bremen Head Office
Hans-Böckler-Straße 9
28217 Bremen
- Information from the central debtor register
 - According to §882b of the Code of Civil Procedure
 - Not older than 3 months.
 - You can find the link to the enforcement portal under "Further information" - "Enforcement portal".

Procedure

You can send the evidence to the parent authority in the following ways

- in writing by post
- by e-mail
- via the special electronic public authority mailbox (beBPo)

You can find the contact details under "Responsible authority".

Legal bases

- [§ 25 Absatz 2 Betreuungsorganisationsgesetz \(BtOG\)](#)

More information

Please note that applying for certificates of good conduct etc. can take several weeks.
Please take this into account.

What deadlines must be paid attention to?

Every 3 years from registration.

How long does it take to process

None.

What are the costs?

gebührenfrei

Fees are charged when applying for a certificate of good conduct.