

## apply for a certificate of good conduct

For quick processing, you can easily use the online procedure at the Federal Office of Justice. There you will find all further information and also the "Online application for a certificate of good conduct". You will find the link to the online application under "Further information" - "Online service" - "Online application for certificate of good conduct". It is no longer necessary to visit the Citizens' Registration Office.

### Competent Department

- [Bürgeramt](#)
- [BürgerServiceCenter-Stresemannstraße](#)
- [BürgerServiceCenter-Mitte](#)
- [BürgerServiceCenter-Nord](#)

### Basic information

All you need for the online application is your ID card with the online ID function activated and a smartphone with the ID card app. The online service guides you step by step through the application process. You can apply for your certificate of good conduct quickly and securely in just a few steps. You will receive the certificate of good conduct by post from the Federal Office of Justice.

Citizens who are registered residents of Bremen or who usually reside in Bremen but are not subject to compulsory registration (e.g. homeless people) can apply for a certificate of good conduct at the BürgerServiceCenters of the Bürgeramt in exceptional cases, i.e. if they do not have a smartphone. If you are unable to apply for a certificate of good conduct online, please call the citizens' hotline on 115 or write to a BSC. They will find a solution for you.

The Citizens' Office will then forward your application to the Federal Office of Justice.

National certificate of good conduct (§30 BZRG)

The national certificate of good conduct certifies whether the person in question has a criminal record or not. It is issued for private or official purposes.

Extended certificate of good conduct (§30a BZRG)

An extended certificate of good conduct is only required if it is needed for professional voluntary work or other work involving children and young people. There must be a written request from the body requesting the extended certificate of good conduct and confirming that the requirements are met. The (exemplary) note from the office "It is confirmed that the requirements according to § 30 a para. 1 BZRG are met" also meets the requirements. If such a written request is not submitted, the application for an extended certificate of good conduct may not be accepted.

### European certificate of good conduct (§30b BZRG)

Citizens who - in addition to or instead of German citizenship - have the citizenship of one or more other member states of the European Union and apply for a certificate of good conduct must receive a so-called European Certificate of Good Conduct from the Federal Office of Justice. Previously, they could choose whether they wanted to be issued with a national or a European Certificate of Good Conduct. An amendment to the Federal Central Register Act has now removed this option. In addition to the German certificate of good conduct, the European Certificate of Good Conduct contains information on entries in the criminal record of the Member State of origin in the language transmitted, provided that the Member State of origin provides for transmission in accordance with its law.

## Requirements

- Residence/habitual residence in Bremen
- Minimum age: 14 years

## What documents do I need?

- Proof of identity

e.g. identity card or passport

- For a certificate of good conduct for presentation to an authority: exact address of the authority and the purpose or file number
- For an extended certificate of good conduct: written request from an authorised body

## Procedure

Apply for your certificate of good conduct quickly and easily online at the Federal Office of Justice. Only in exceptional cases (if you do not have a smartphone) is it possible to apply via the BürgerServiceCenter.

Online application:

- Use the online portal of the Federal Office of Justice for quick processing. You will find the link on this page under "Further information" - "Online application for certificate of good conduct".
- All you need is your ID card or electronic residence permit with the online ID function activated and a smartphone with the ID app.
- The online service guides you step by step through the application process.
- You can apply for your certificate of good conduct quickly and securely in just a few steps.
- You will receive the certificate of good conduct by post from the Federal Office of Justice.

Applying in person:

- You can apply for a certificate of good conduct at your main place of residence or at your secondary place of residence.
- There you must identify yourself with your identity card and can apply for a certificate of good conduct.
- For an extended certificate of good conduct, you must bring the written request from the office that wants the certificate of good conduct.
- The BürgerServiceCenter will forward your application to the Federal Office of Justice. Certificates of good conduct are always applied for online at the Federal Office of Justice. Applying via a BSC always means a delay of a few days
- The Federal Office of Justice prepares the certificate of good conduct and sends it by post to your registration address. The extended certificate of good conduct is usually sent directly to the office that requests it.

## **How long does it take to process**

(extended) certificate of good conduct: approx. 3-4 weeks

European certificate of good conduct: approx. 4-6 weeks

## **What are the costs?**

13,00 EUR per certificate of good conduct

If the certificate of good conduct is to be used abroad, additional fees may apply. These are charged separately by the Federal Office of Justice (for over-authentication, currently 25 euros in total) or by the Federal Office of Administration (for apostille, currently 25 euros in total). You will find a link with further information from the Federal Office of Justice under "Further information" ("Using a certificate of good conduct abroad").