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# Certificates of Good Conduct & central business register

## Apply online for Certificate of Good Conduct and information on a central business register entry

Via the online portal of the Federal Office of Justice, applications can be filed quickly at any time of the day, on any day of the week.

### Required documents:

- an ID card or an electronic residence permit with activated online ID card function
- a card reader to read out the ID document, connected with the computer
- an ID card App 2 installed on the computer
- a Master of Visa card, or a bank account, supporting giro pay
- if necessary, a digital device for the upload of verification documents

## Application for a Certificate of Good Conduct at the Citizens Advice Bureau

The issuance of a Certificate of Good Conduct has to be applied for in person at the residents' registration office. For verification of the identity, an ID card or passport has to be submitted. It is not possible to have an application filed by a third person with authorization letter.

If the Certificate of Good Conduct is meant for submittal at an authority, the Citizens Advice Bureau needs to know the intended use, as well as the address and the file number of the requesting

authority.

The fee for a Certificate of Good Conduct is EUR 13.00 and has to be paid when filing the application.

## Extended Certificate of Good Conduct

When applying for an Extended Certificate of Good Conduct in accordance with s. 30a Federal Central Criminal Register Act, the submittal of a written certification of the requesting authority is compulsory.

## Application for a copy of a central business register excerpt at the Citizens Advice Bureau

Applications for a copy of a central business register excerpt have to be filed in person at the residents' registration office.

For verification of the identity, an ID card or passport has to be submitted. It is not possible to have an application filed by a third person with authorization letter.

In case the information requested concerns a legal entity, the relevant commercial register excerpt has to be submitted as well.

If the information from the central business register is meant for submittal at an authority, the Citizens Advice Bureau needs to know the intended use, as well as the address and the file number of the requesting authority.

The fee for a copy of a central business register excerpt is EUR 13.00 and has to be paid when filing the application.

## Contact

### **Town of Herzogenaurach**

Citizens Advice Bureau

Marktplatz 11

91074 Herzogenaurach

**Phone** +49 (0) 9132 / 901-176

**E-Mail** [buergerbuero@herzogenaurach.de](mailto:buergerbuero@herzogenaurach.de)

### **Federal Office for justice**

Adenauerallee 99-103

53113 Bonn

**Phone** +49 (228) 99 410 - 5550

**Email** [registerauskunft-online@bfj.bund.de](mailto:registerauskunft-online@bfj.bund.de)

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