



Botschaft
der Bundesrepublik Deutschland
Dublin

Police Clearance / “Certificate of Good Conduct” from Germany

Please note that all information given in this leaflet is based on the knowledge the embassy had at the time of issue of this leaflet. The embassy does not take any responsibility for changes that may have taken place since this publication.

Persons living outside the territory of the Federal Republic of Germany can obtain a Certificate of Good Conduct at the Bundesjustizamt (Federal Office of Justice).

Every person over the age of 14 years can apply for a

- certificate of good conduct for personal purposes (private certificate of conduct), or
- certificate of good conduct for presenting it to a German authority (certificate of conduct for official purposes) or
- an “extended” certificate of good conduct for persons who are working with children and minors, e.g. Schools, sport-clubs.

If the person has a legal representative, the latter can also apply for such a certificate on behalf of the represented person.

If the person concerned is incapable of contracting, only the legal representative can apply for a certificate of good conduct.

The written application must be sent to the following address:

**Bundesamt für Justiz (Federal Office of Justice)
Sachgebiet IV 21 / IR
53094 Bonn**

The person filing the application must prove their identity and, if they are acting as a legal representative, their power of representation. The person concerned and their statutory representative may not have themselves represented on filing the application by a person holding a

Address:
31 Trimleston Avenue
Boooterstown
Co. Dublin

Opening hours:
Mon, Tue, Fri 9–12
Wed 8.30–11.30 and 2–4 pm
Thur closed

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+353-1-2693011

Fax:
+353-1-2693800

E-Mail:
info@dublin.diplo.de

power of attorney, even if they are a lawyer. The application must contain the complete personal data of the person concerned and must be signed by him/her in person. Additionally, the address is to be stated to which the certificate of conduct should be returned to.

The **personal data as well as your signature have to be officially certified**. A certified copy of your passport alone is **not** sufficient enough to apply for the certificate of good conduct. The certification of your data and your signature may be issued by any Garda station, a Notary Public or the German Embassy (fee: 20,-€, cash only, no appointment needed, please visit us during the opening hours).

Please note that the certificate of good conduct is issued exclusively in German language.

You can find further information and the **application form** on the website of the Federal Office of Justice (www.bundesjustizamt.de).

Download the form here:

https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html

The fee for the certificate (13 Euro) needs to be transferred to the bank account of the Federal Office of Justice. The bank details can be found on the application form itself.

Apostille for the Certificate

Occasionally, an apostille on the certificate of good conduct is requested by Irish authorities. Please enquire beforehand if your authority requires an apostille on the German certificate of good conduct

You can apply for the apostille at the Federal Office of Justice at the same time when you apply for the certificate of good conduct. The fee for the apostille is levied separately and does not need to be paid in advance.

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