Information leaflet: Certificate of conduct for refugees

Everyone has the right to have a certificate of conduct issued, and this includes refugees. You can apply for a certificate of conduct in the following ways:

The rules arising from the Federal Central Criminal Register Act (Bundeszentralregistergesetz) state that individuals who have already officially registered their residence in the Federal Republic of Germany and who wish to have a certificate of conduct issued need to apply at the registration authority that is responsible for their area. However, individuals who have not yet officially registered their residence in the Federal Republic of Germany can apply to the registration authority for the area in which they have their de-facto habitual residence. If there are any problems or issues which arise when making the application locally at the Residents’ Registration Office, Section 30 of the Federal Central Criminal Register Act allows individuals who still (officially, under registration law) have their residence outside of Germany to make the application directly to the Federal Office of Justice. You will find information and the relevant form for applying directly to the Federal Office of Justice at https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html. Please note that you will need to have your identity and your signature authenticated.

Applicants generally have to pay a fee at the time of making the application; however, certain groups of people can apply for an exemption. You will need to apply for any such exemption at the same time you apply for the issuance of a certificate of conduct at the Residents’ Registration Office or the Federal Office of Justice. You can get information on who can apply for an exemption from your local Residents’ Registration Office or the Federal Office of Justice, or at the following address: https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_BRD/Resident_BRD_node.html

Please note that the certificate of conduct issued will only contain entries from the German criminal register. This contains information on criminal convictions handed down by German courts, certain decisions issued by administrative authorities, notes on the inability of a person to be held criminally liable, and other significant matters determined by a court.
In the event that the conditions laid out in Section 54 of the Act on the Federal Central Criminal Register are fulfilled, a certificate of conduct may also contain convictions handed down abroad against German nationals, or against individuals born or resident in Germany, if this information has been made available to the Federal Office of Justice by an authority in the country which issued such a decision. As it is not possible, from either a technical or a legal perspective, to call up information from the criminal records of third countries, no check is carried out on the entries in the Ukrainian criminal register when a certificate of conduct is issued.