

## Important information for the application

**Work history or periods of non-employment within the last five years:** From 1 January 2021, the periods of work history and periods of non-employment (greater than 28 days) must be documented with no gaps by supplying suitable evidence. Suitable evidence includes: employment contracts, employment references with dates, social security statements, pension statements, certificates of study, certificates of military service, salary statements, business registrations. Self-authored declarations (affidavits) are not suitable evidence. Evidence that is not available in German or English must be translated into German by a certified translator and submitted together with the original-language version.

Periods in education/training can be documented, for example, by means of training certificates, certificates or confirmations of an acquired qualification provided that the period involved can be identified from them.

Gaps in work history in excess of 28 days must also be reported and supported by suitable evidence. For this purpose, proof of unemployment or the receipt of some form of social security allowance, such as a care allowance, can be enclosed. For longer trips, for example, a copy of the passport with the appropriate passport entries can be submitted.

**For stays abroad within the last five years:** For stays abroad of six months or longer within the last five years, a police clearance certificate (also known as foreign certificate of good conduct, criminal background check or police certificate) including an officially certified translation in German or English from the respective country must be attached to the application for a background check. The police clearance certificate must specify that there are/were no convictions/criminal proceedings and that none are/were pending. If this is not the case, the background check cannot be initiated.

As an alternative, most EU citizens can submit a European certificate of good conduct. The prerequisite is that the current primary residence is in Germany and the respective EU country participates in the European Criminal Records Information System (ECRIS). Please note that not all EU countries participate in ECRIS. For more information on the European certificate of good conduct, please visit the website of the German Federal Office of Justice (BfJ), or other official source.

**Personal identification card / passport / German travel document (*Reiseausweis*)** EU citizens may attach a copy of their valid identity card or passport to the application for a background check. (Data protection notice for German citizens: The access number (*Zugangsnummer*) of the identity card may be blacked out).

Non-EU citizens must attach a copy of their valid passport or equivalent document (for non-German applicants only) in Latin script to the application for a background check. If the current place of residence is in Germany, a copy of the valid residence permit (*Aufenthaltstitel*) must also be attached to the application for a background check.

Note: The residence permit alone is not enough.

Applicants with a German travel document (*Reiseausweis*) must attach a valid copy of the complete travel document with all pages and a copy of the valid residence permit to the application for a background check.

Please note that due to statutory constraints, applications from persons whose personal details are based on their own information cannot be processed. (This applies to refugees with a German travel document (*Reiseausweis*); please read the travel document and the residence title carefully)