

Cover Letter for Full time Staff

Ref: Extended Certificate of Good Conduct in accordance with the provisions of section § 30 a of the Federal Central Criminal Register Act (BZRG) - Confirmation to be presented to the Registration Office

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out of concern for the physical and mental well-being of young people, to guarantee the quality of the work of the church with children and juveniles, and to safeguard the Christian educational mission, our Bishop in 2015 entered into force the Episcopal Act for the presentation of an Extended Certificate of Good Conduct within the scope of the prevention of sexual abuse in the Diocese Rottenburg-Stuttgart.

In accordance with this act, persons working with children and juveniles on behalf of the Diocese are obligated to present an Extended Certificate of Good Conduct.

By presenting the attached confirmation letter to the registration office it is requested that you please immediately and personally apply for the Extended Certificate of Good Conduct at your local registration office (mayor's office, citizens' office) to be delivered to you personally.

In the event that you are newly employed you will have to bear the costs for the application and/or the receipt of the Extended Certificate of Good Conduct. In the event of resubmission you will be reimbursed for the costs for the Extended Certificate of Good Conduct by the employer subsequent to presenting the respective receipt or invoice.

After the extended Certificate of Good Conduct has been forwarded to you via mail we ask that you please send it to the following address: "_____ (Parish Office/VZ)

by no later than _____. Please mark the envelope "Confidential":

With kind regards and many thanks for your cooperation