



**Order CODE:** CC-B7D18F9940E

valid until: 10.04.2023

## Application for a special excerpt from criminal records

Name of the employer:	<i>Test Fussballclub</i>
Street, number:	<i>Musterstrasse 00</i>
Postcode, locality (country):	<i>3000 Bern, Switzerland</i>
Surname and first name of responsible person:	<i>Testi Muster</i>
Function:	<i>Vorstandsvorsitzender</i>
Telephone:	<i>0000 00 000 0</i>
E-mail-adress:	<i>muster@test.ch</i>
Date:	<i>10.01.2023</i>

By completing and signing this form, the employer (or the organisation or licensing authority) confirms that:

- the employee named below has applied to the employer to carry out a professional or organised non-professional activity that involves regular contact with minors or with other persons requiring special protection or direct contact with patients in a healthcare setting, or the employee is already carrying out the activity within the employer's organisation, and
- the employee is required to supply a special criminal records excerpt in relation to that activity.

Official stamp and signature (*Testi Muster*): ..... 

### Instructions for Employers:

- Please complete the form, sign it and hand it to the Employee named above. The Employee will be responsible for ordering the special excerpt from criminal records.

### Employee's details:

Surname:	<i>Muster</i>
First name(s):	<i>Test</i>
Date of birth:	<i>01.01.1910</i>
Activity for the employer:	<i>Fussballnachwuchstrainer</i>

### Instructions for Employees:

- You can order the special excerpt from: [www.special-excerpt.admin.ch](http://www.special-excerpt.admin.ch) or in person at an office of Swiss Post that offers the full range of postal services.
- To place an order online, you will need a letter of confirmation from your employer and a copy of a valid official identity document (passport, identity card, foreign national identity card)
- To place an order at the post office, you will need to bring with you a letter of confirmation from your employer and an official identity document (passport, identity card, foreign national identity card)
- Methods of payment that can be used via internet: credit card (Mastercard, VISA, American Express, Postfinance card) TWINT
- Payment at the post office: cash or PostFinance card
- Validity of this confirmation: 3 months
- More information: [www.bj.admin.ch](http://www.bj.admin.ch), Favourites: Criminal records