

**Instructions
for completing the security questionnaire
for the extended security check in the area of protection against sabotage**

Preliminary remarks

Computer or block capitals

Please fill in the security questionnaire using a computer, if possible; if not, please write **legibly using block capitals in black ink** (do not use pencil). You must sign the questionnaire, either by hand on the printed form, or in electronic format if the competent authority has given you the necessary access. In this case, you may use the equivalent of written form (De-Mail or web applications of the public administration in conjunction with the eID function of the new identity card or electronic residence permit), or you may sign the electronic document using a qualified electronic signature in accordance with the Electronic Signatures Act (Signaturgesetz) (section 3a (2) of the Administrative Procedure Act (Verwaltungsverfahrensgesetz, VwVfG)). Please contact your security officer if you wish to have the security questionnaire in electronic form. If you have not completed the security questionnaire according to these instructions, it cannot be processed and will not be accepted.

You may only submit the completed security questionnaire in electronic format if you have signed it in electronic form as described above.

True and complete information

The security questionnaire serves as the basis for your security screening. If you do not provide precise, complete and accurate information, you will have to answer follow-up questions and your security screening will be delayed and may also be negatively affected. It is therefore in your own interest to answer the questions completely and truthfully. **Every** question must be answered. If the answer is negative, please mark the option “no” or “none”; do not simply draw a line through the space for an answer. If you deliberately provide false information, you may face consequences under labour law or public service law.

Please use the space provided under no. 6 and an additional sheet of paper if there is not enough room on the form or if you would like to provide more information.

You are not required to provide information which could put you at risk of dismissal, termination or prosecution under criminal or disciplinary law. If you wish to exercise your right not to answer a question, do not provide false information, draw a line through the space for an answer or leave the space blank. Instead, write “no information” or “no further information”, depending on whether you do not want to answer all or part of the question.

Please inform the security officer or his or her staff immediately of any change to your name, address or nationality.

Your information will be handled with complete confidentiality.

Contact person

If you have any questions, please contact your security officer. If you would like to speak with a representative of the Federal Office for the Protection of the Constitution (BfV), particularly in case of security problems, please mark the appropriate box under no. 7 on the security questionnaire, or contact the BfV directly at Merianstraße 100, 50765 Cologne, telephone (0221) 7920 and ask to be connected with the

office for the security of classified information and protection against sabotage (Geschäftsstelle Geheim- und Sabotageschutz).

Submitting your completed security questionnaire

If you have signed the security questionnaire by hand, please send the completed form in a **sealed envelope** directly to your security officer or the responsible staff member, or deliver it in person.

Instructions for answering the individual questions

1 Personal information

1.1 Personal details

Surname	Your family name
Any previous names (e.g. name at birth, previous married names)	Please provide any previous names, indicating name at birth, previous married name, etc.
Given name(s) (including any previous names)	Please use the same spelling as on your birth certificate.
Place of birth, district federal state/country	Please indicate your place of birth using the same spelling as on your birth certificate. If the name has changed (e.g. as a result of municipal reform), please provide the new name and postal code in brackets. This does not apply to places outside the Federal Republic of Germany. For federal state/country, you may use the official abbreviations.
Nationality (including additional and previous nationalities)	Please list all of your current and previous nationalities. Please attach certified copies of the naturalisation document and proof of loss of the previous nationality, if applicable, or show the originals to the security officer.
Occupation (civil servants: civil service rank)	Please indicate as precisely as possible the occupation in which you are currently employed.
Employer (address, dialling code, telephone number, email address)	If you are employed in the public service, please indicate the agency where you are employed. If you are in training or employed at a branch or field office of your employer, please indicate this. Please provide a telephone number. You should also provide a fax number or email address, if possible, to help ensure that your employer can be contacted.

1.2 Residence, including current address - in Germany in the past five years If you have or had more than one place of residence in Germany, please give the address of both
- your principal residence and
- your other places of residence.
anzugeben. Please give the address, in chronological order indicating month **and** year, of every place you have lived for more than two months.

1.3 - outside of Germany from age 18 on, or for at least the past five years Please list the address of every place you have lived outside of Germany for more than two months since reaching the age of 18. If you are not yet 23, please provide this information for the past five years. If your current address is outside the Federal Republic of Germany, please provide it under no. 1.3 as well.

Please note: on the last page of the security questionnaire, you are asked to sign on a separate line if you agree that foreign security authorities may be consulted.

Your residence outside of Germany for more than six months is considered uninterrupted if it was your main place of residence during that time. Shorter interruptions (e.g. home leave, official travel) do not count.

2 Online presence, social media accounts Please list the address(es) of your own website(s) and the names of social networks for private and professional use where you have an account.
You do not have to provide usernames, pseudonyms or passwords.

Social networks are internet platforms where users can share content with other users or with the public. Platforms intended only for communication between individuals (such as WhatsApp) are not social networks in this sense.

Having an account with a social network is independent of one's own activity on that network. Please list all of your accounts with social networks, even if you do not or no longer use them actively.

Please note that any information about you on publicly accessible websites and in publicly accessible areas of social networks may be examined as needed.

3 Involvement with anti-constitutional organisations Organisations are considered anti-constitutional if there is reason to believe that their aims or the ways they endorse to achieve these aims are partly or completely incompatible with the free democratic basic order. The Federal Ministry of the Interior, Building and Community describes the most significant anti-constitutional activities in its annual Report on the Protection of the Constitution; a copy can be made available to you if necessary.
If you are unable to answer "no" unequivocally and without reservation to the question about ties to anti-constitutional organisations, you should speak frankly with the security officer or the BfV about the details and your current involvement with the organisation.

4 Pending criminal proceedings, including investigations, disciplinary proceedings and criminal convictions outside of Germany

Please list all investigations of your activities that have been opened, including every kind of criminal offence (e.g. including violations of tax law) and all investigations under disciplinary law.

Please list any criminal convictions you have received outside of Germany.

You do not have to list investigations or proceedings concerning administrative offences or final and binding convictions from criminal proceedings.

5 Other

Here it is important to list anything that another person could use to blackmail you.

If you are uncertain, please speak with your security officer or the BfV.

8 Contact details

We need to be able to contact you both at work *and* at home in case we have follow-up questions or need to make an appointment with you. You may choose to provide either your telephone numbers or your email addresses. Providing both telephone numbers and email addresses will make it easier to contact you quickly, which may speed up the security screening process. If you only provide email addresses, it may take longer to reach you if we have follow-up questions or need to make an appointment with you, which may delay the screening process.