

# Criminal record extract and the special criminal record extract:

Firstly, we will explain what these extracts are. Then we will describe how you can obtain them.

## Criminal record

### What is the criminal record?

- The extract from the criminal record shows whether the person in question has ever had any criminal convictions. You are often requested to provide it when applying for a flat, a job and so on.
- We'd be very happy to receive your extract from the criminal record, but it is not obligatory.
- It costs **20 francs**.
- We also ask parents for an extract from their criminal record.

### How do I order the criminal record extract?

You can either order the criminal record extract online (see link or QR code) or you can obtain the criminal record extract at the post office counter (important: **take a valid ID with you**).

Link: [https://www.e-service.admin.ch/crex/cms/content/strafregister/privatauszug\\_en](https://www.e-service.admin.ch/crex/cms/content/strafregister/privatauszug_en)

QR-Code:



## Special criminal record

### What is the special criminal record?

- The special criminal record extract is always required for persons who exercise a professional or organised non-professional activity with regular contact to minors or other persons in need of special protection.
- This special **criminal record excerpt is obligatory** and must be received by Babsy within that three-month timespan.
- It costs **20 francs**.

### How do I order the special criminal record extract?

As an employee (sitter), you need a confirmation form from your employer (Babsy) to request a criminal record. We will send you the confirmation form after you send us an e-mail at "**sitter@babsy.ch**" with the subject "Application for special criminal record extract".

Each confirmation form has an individual code which you need to order the special criminal record extract (see instructions, point 5.).

The order process for the special criminal record extract is slightly complicated. Therefore, we have provided you with detailed instructions here, which will guide you step by step through the entire ordering process. The process can only be successfully completed after you have received the confirmation form.

#### Step 1.

Open the following website either via link or QR code.

Link: [https://www.e-service.admin.ch/crex/cms/content/strafregister/sonderprivatauszug\\_en](https://www.e-service.admin.ch/crex/cms/content/strafregister/sonderprivatauszug_en)

Der QR-Code:



click on **Begin the ordering process** (see red arrow).

Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk | FAQ | DE | FR | IT | EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**FDJP**  
**Criminal records excerpt**

---

**Home**  
How to order  
Criminal records excerpts  
Excerpt from criminal records  
**Special excerpt from criminal records**  
Order excerpt  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

## Special excerpt from the swiss criminal records

**Content of the special excerpt from the swiss criminal records**

- Convictions comprising a judgment imposing a ban prohibiting the exercising of a profession, a judgment prohibiting certain activities from being undertaken, a judgment prohibiting contact, or a judgment prohibiting the individual from visiting certain locations, insofar as such prohibition has been issued for the purposes of the protection of minors or other persons requiring special protection.  
[Further information](#)

**Examples of activities concerned:**  
Trainer at a children's sports club, carer at a children's day-care centre, primary school teacher, nursing staff in a home for the elderly or disabled, etc.

**Requirements:**

- A written and signed employer's confirmation (organisation). This form can be generated online.

**The special excerpt from the swiss criminal records is available in two formats**

- As a traditional hard copy excerpt printed on special paper, sent by post.
- As an electronic, digitally signed excerpt in PDF format, sent electronically.

**Cost:**  
CHF 20.00 per special excerpt from the swiss criminal records.

**Payment methods:**  
Online (credit card, PostFinance Card or TWINT) or payment using post deposit slip (please enclose postal receipt).

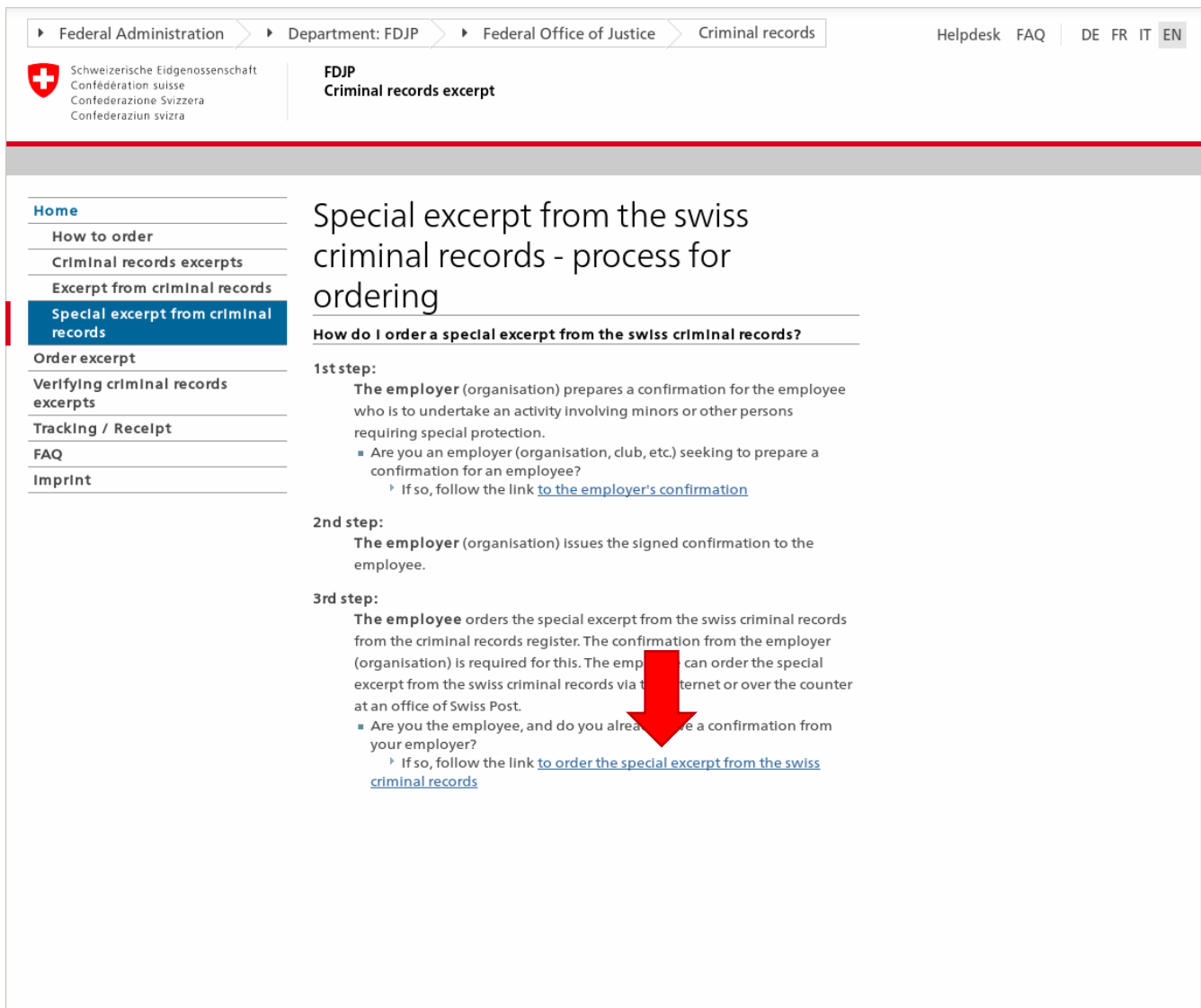
**Attestations**

- In the event that the special excerpt from the swiss criminal records (in hard copy) is required for an employer (organisation) that is based abroad, in most cases it is necessary to obtain attestation/an apostille certificate from the Swiss Federal Chancellery. We will provide an attestation of the document for an additional fee of CHF 20.00.
- Special excerpts for individuals provided electronically, digitally signed for individuals cannot be notarised.

**Begin the ordering process**

### Step 3.

Click on «[to order the special excerpt from the swiss criminal records](#)» (see red arrow).



The screenshot shows the website for ordering a special excerpt from the Swiss criminal records. The breadcrumb trail at the top reads: Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records. The page title is "Special excerpt from the swiss criminal records - process for ordering". A sidebar on the left contains a menu with items: Home, How to order, Criminal records excerpts, Excerpt from criminal records, Special excerpt from criminal records (highlighted in blue), Order excerpt, Verifying criminal records excerpts, Tracking / Receipt, FAQ, and Imprint. The main content area is titled "How do I order a special excerpt from the swiss criminal records?" and lists three steps. A red arrow points to the link "to order the special excerpt from the swiss criminal records" in the 3rd step.

Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

## Special excerpt from the swiss criminal records - process for ordering

### How do I order a special excerpt from the swiss criminal records?

**1st step:**  
The employer (organisation) prepares a confirmation for the employee who is to undertake an activity involving minors or other persons requiring special protection.

- Are you an employer (organisation, club, etc.) seeking to prepare a confirmation for an employee?  
If so, follow the link [to the employer's confirmation](#)

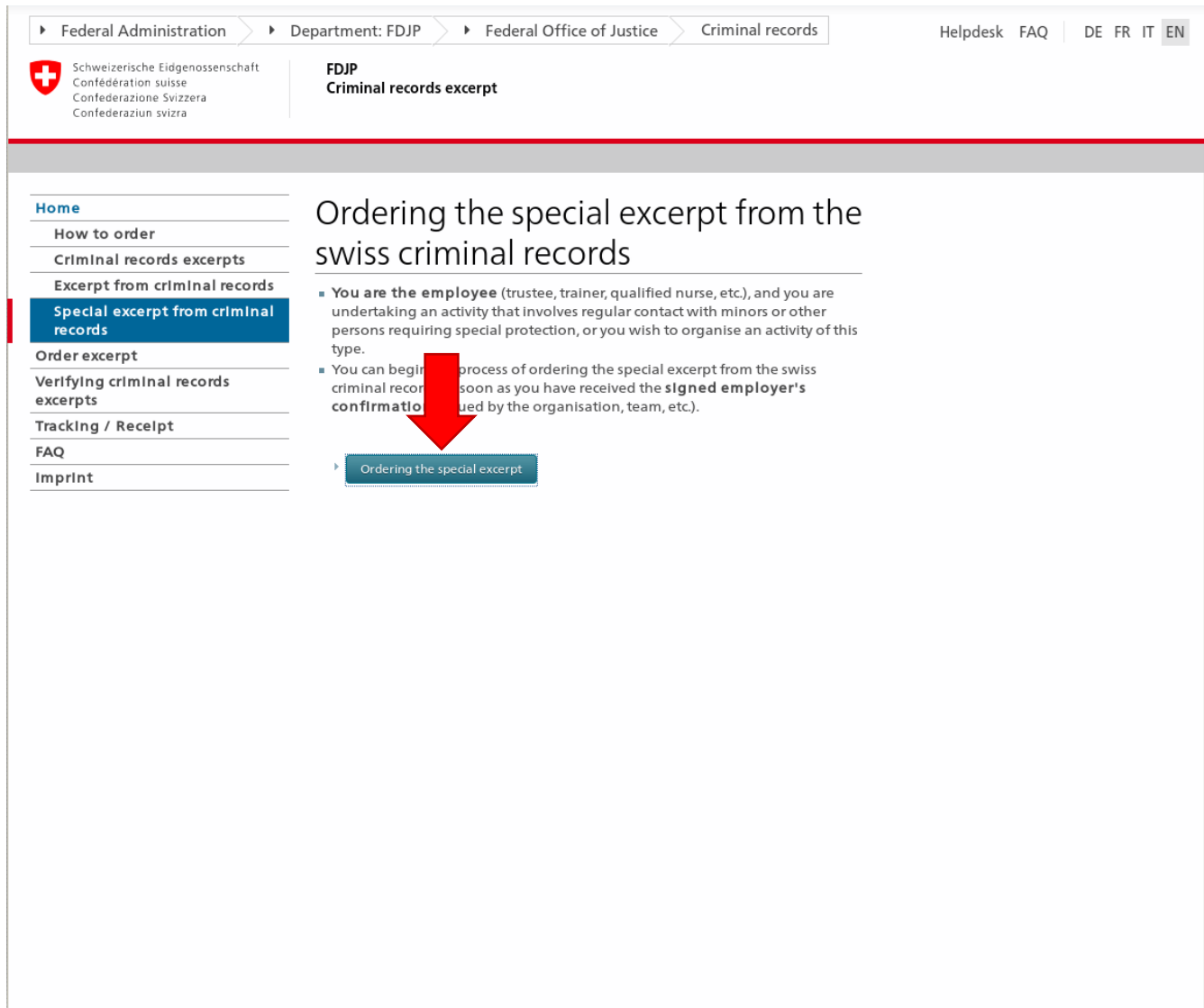
**2nd step:**  
The employer (organisation) issues the signed confirmation to the employee.

**3rd step:**  
The employee orders the special excerpt from the swiss criminal records from the criminal records register. The confirmation from the employer (organisation) is required for this. The employee can order the special excerpt from the swiss criminal records via the internet or over the counter at an office of Swiss Post.

- Are you the employee, and do you already have a confirmation from your employer?  
If so, follow the link [to order the special excerpt from the swiss criminal records](#)

## Step 4.

Click on «[Ordering the special excerpt](#)» (see red arrow).



The screenshot shows the website interface for ordering a special excerpt from Swiss criminal records. The breadcrumb trail at the top reads: Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records. The page title is 'FDJP Criminal records excerpt'. The main heading is 'Ordering the special excerpt from the swiss criminal records'. A red arrow points to a button labeled 'Ordering the special excerpt'.

**Home**

- How to order
- Criminal records excerpts
- Excerpt from criminal records
- Special excerpt from criminal records**
- Order excerpt
- Verifying criminal records excerpts
- Tracking / Receipt
- FAQ
- Imprint

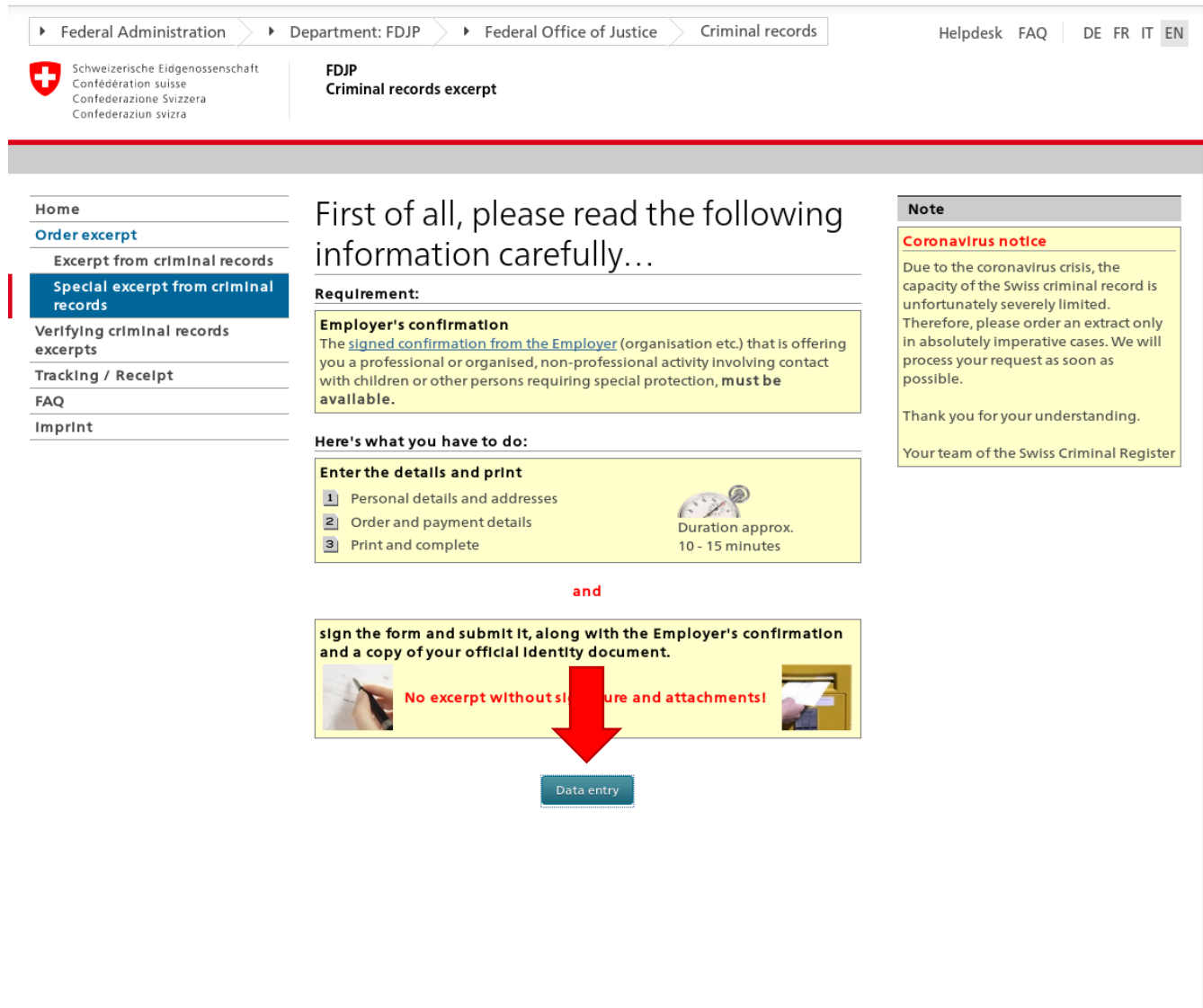
**Ordering the special excerpt from the swiss criminal records**

- You are the **employee** (trustee, trainer, qualified nurse, etc.), and you are undertaking an activity that involves regular contact with minors or other persons requiring special protection, or you wish to organise an activity of this type.
- You can begin the process of ordering the special excerpt from the swiss criminal records as soon as you have received the **signed employer's confirmation** issued by the organisation, team, etc.).

[Ordering the special excerpt](#)

## Step 5.

Click down below on: **Data entry** (see red arrow).



The screenshot shows the website for ordering a criminal records excerpt. The breadcrumb trail is: Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records. The page title is "FDJP Criminal records excerpt".

**Navigation:** Home, Order excerpt, Excerpt from criminal records, **Special excerpt from criminal records**, Verifying criminal records excerpts, Tracking / Receipt, FAQ, Imprint.

**Main Content:**

- First of all, please read the following information carefully...**
- Requirement:**
  - Employer's confirmation:** The [signed confirmation from the Employer](#) (organisation etc.) that is offering you a professional or organised, non-professional activity involving contact with children or other persons requiring special protection, **must be available.**
- Here's what you have to do:**
  - Enter the details and print:**
    - 1 Personal details and addresses
    - 2 Order and payment details
    - 3 Print and complete

Duration approx. 10 - 15 minutes

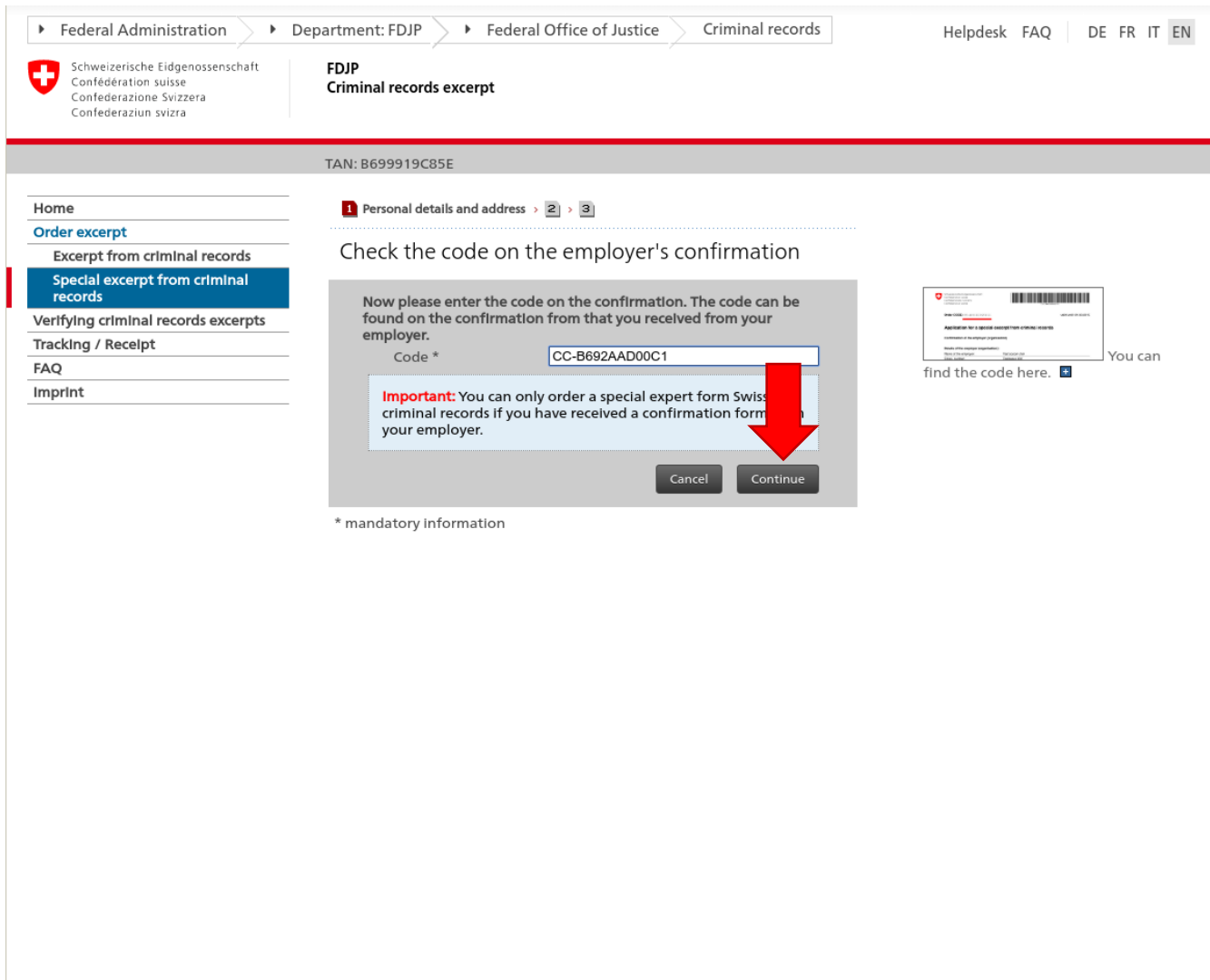
- and**
- sign the form and submit it, along with the Employer's confirmation and a copy of your official Identity document.**
- No excerpt without signature and attachments!**
- Data entry** (indicated by a red arrow)

**Note:** **Coronavirus notice**  
Due to the coronavirus crisis, the capacity of the Swiss criminal record is unfortunately severely limited. Therefore, please order an extract only in absolutely imperative cases. We will process your request as soon as possible.  
Thank you for your understanding.  
Your team of the Swiss Criminal Register

## Step 6.

Next, you need the code of the confirmation form (name of the form: employer's confirmation). You should have received the confirmation form from us before the process. If you have not received the form or have lost it, please contact us at [sitter@babsy.ch](mailto:sitter@babsy.ch).

Enter the code from the confirmation form in the field below and then click on Continue. (see **red arrow**). Please note that the code is **only valid for 3 months**.



Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

TAN: B699919C85E

Home  
Order excerpt  
Excerpt from criminal records  
Special excerpt from criminal records  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

1 Personal details and address > 2 > 3

### Check the code on the employer's confirmation

Now please enter the code on the confirmation. The code can be found on the confirmation from that you received from your employer.

Code \*

**Important:** You can only order a special expert form Swiss criminal records if you have received a confirmation form from your employer.

Cancel Continue

\* mandatory information

You can find the code here.

## Step 7.

Select the corresponding "Options" and click on **Continue** (see red arrow).

Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

TAN: B699919C85E

Home  
Order excerpt  
Excerpt from criminal records  
Special excerpt from criminal records  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

1 Personal details and address > 2 > 3

Please check as applicable

**Nationality**

- Swiss national
- Foreign national
- Both Swiss and foreign national
- Stateless person

**Marital status**

- single
- married (or separated)
- divorced
- widowed
- registered civil partnership
- partnership dissolved

**Current domicile**

- In Switzerland
- Abroad

Back Continue

Activate extended options

## Step 8.

Enter personal data and click on **Continue** (see red arrow).

Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

TAN: B699919C85E

Home  
Order excerpt  
Excerpt from criminal records  
Special excerpt from criminal records  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

1 Personal details and address > 2 > 3

### My personal details

Please check capital and lower case letters. The data on the excerpt will appear as given here.

Type of ID document \*

Number of ID document \*

Salutation \*

Family name \*

Name at birth \*

Given name(s) \*

Date of birth \*

Name of father at birth \*

Given name of father \*

Name of mother at birth \*

Given name of mother \*

Back Continue

\* mandatory information

Details as they appear in your identity document

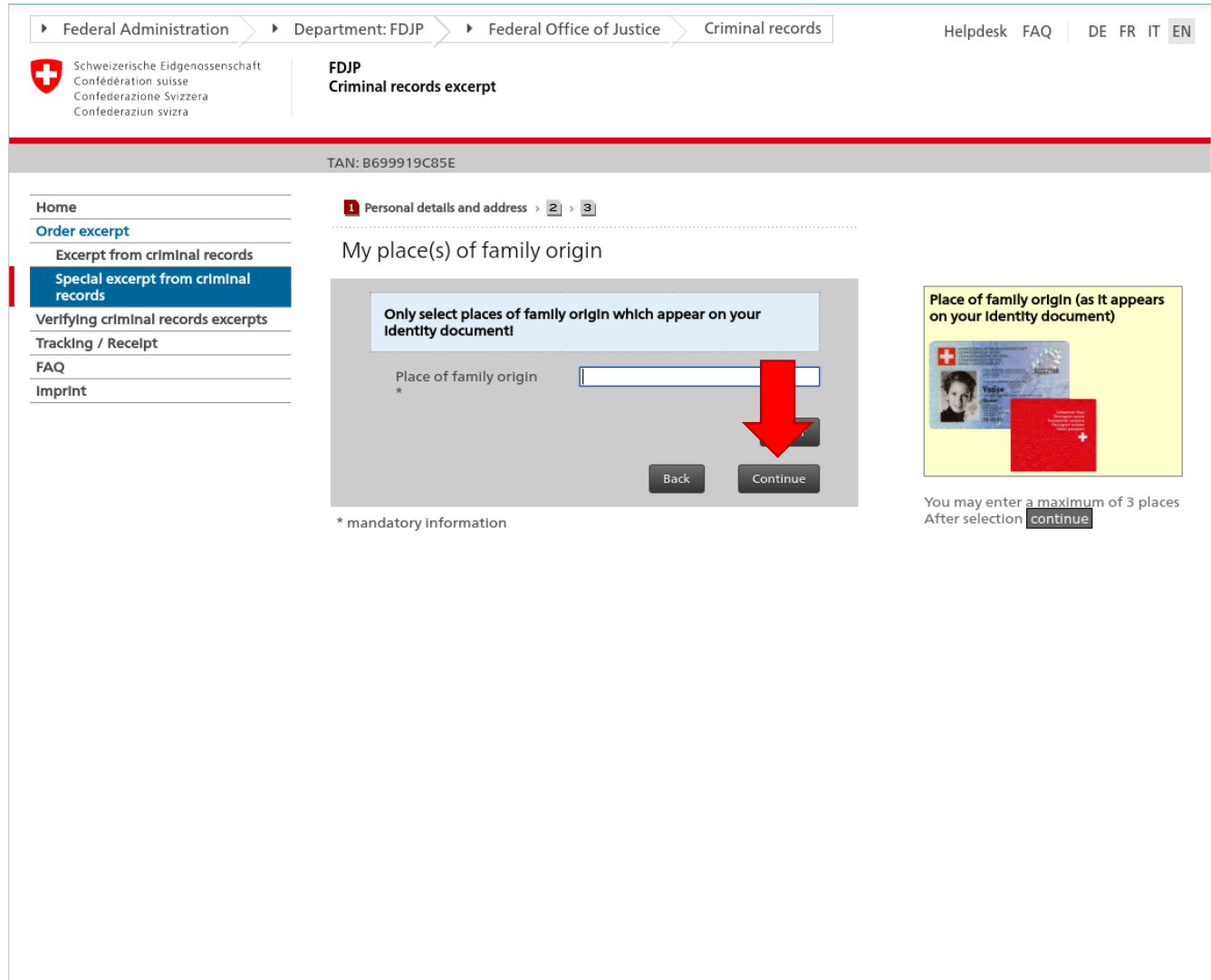
Your name at birth  
You must enter your name at birth (even if it is identical to your surname).

Is your date of birth incomplete?  
If you do not know the date or month of your birth, select "-- unknown --" from the appropriate list.

## Step 9.

Enter your hometown\* and click on Continue (see **red arrow**).

\*The hometown is your place of citizenship, (where you have the right of domicile). If you do not have a Swiss passport, enter the country appears on your passport.



Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

TAN: B699919C85E

1 Personal details and address > 2 > 3

Home  
Order excerpt  
Excerpt from criminal records  
Special excerpt from criminal records  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

My place(s) of family origin

Only select places of family origin which appear on your identity document!

Place of family origin \*

Back Continue

\* mandatory information

Place of family origin (as it appears on your identity document)

You may enter a maximum of 3 places  
After selection **continue**

## Step 10.

Fill in\* and then click on Next (see **red arrow**).  
\*Your name is already inserted automatically.

Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

TAN: B699919C85E

Home  
Order excerpt  
Excerpt from criminal records  
Special excerpt from criminal records  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

1 Personal details and address > 2 > 3

### Private address in Switzerland

Enter text as you would like it to appear on the excerpt (bearing in mind capital letters and spaces).

Given name, name

Sub-tenant (c/o)

Automatically check swiss addresses (recommended).

Street \*

Number

Additional address information

Zip code \*  [Search for zip code](#)

Place \*

Contact information for queries

Telephone number \*

E-mail address (please indicate, if available)

\* mandatory information

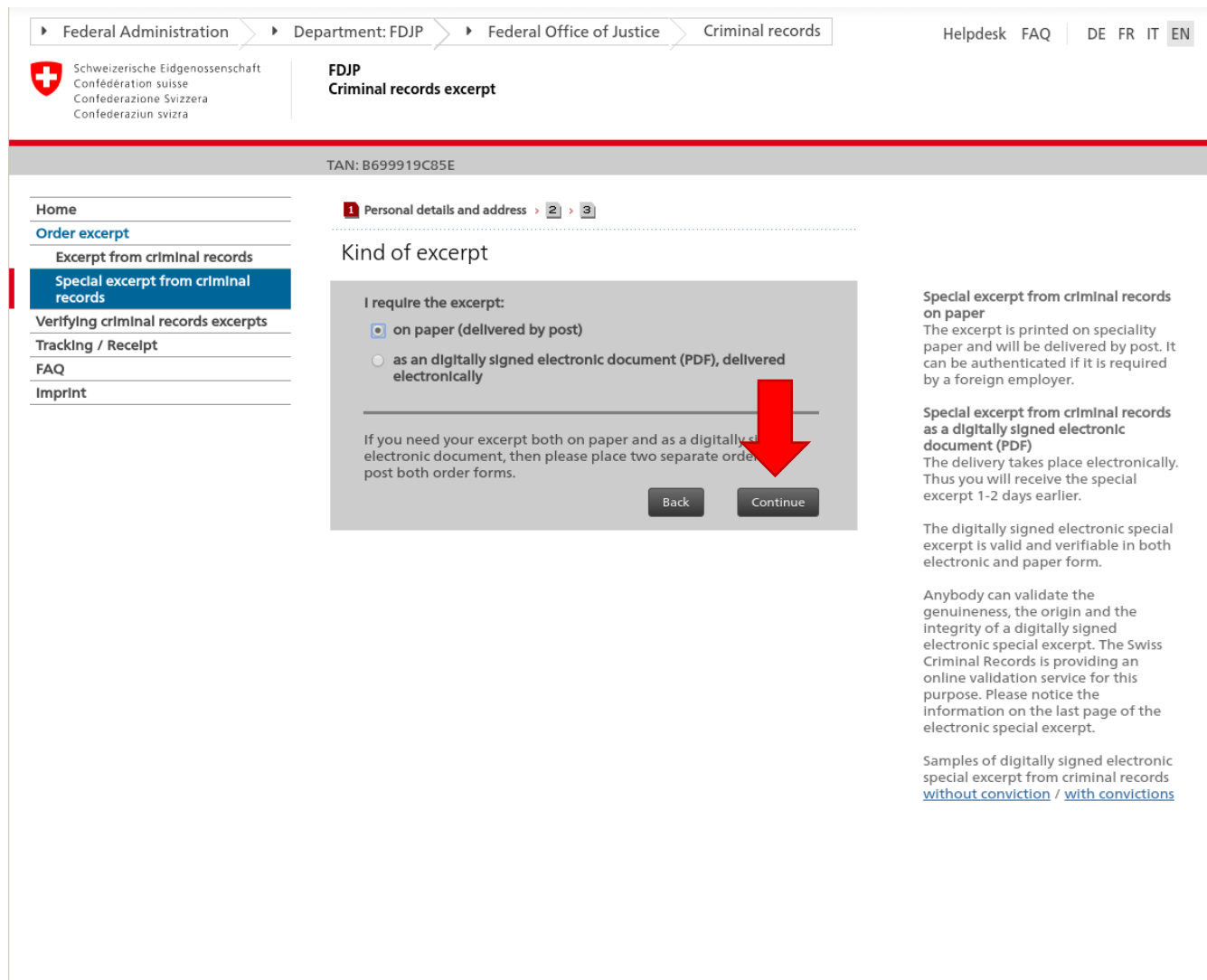
Addresses are checked whether street, house number and postcode exist and match. Observe any error messages in RED.

Zip code only - name of town/village will appear automatically.

Please provide an e-mail address to receive a copy of the completed form.

## Step 11.

Important: **select in paper form (delivery by post)**, then click on **Continue** (see **red arrow**).



The screenshot shows the website for ordering criminal records excerpts. The breadcrumb trail is: Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records. The page title is 'FDJP Criminal records excerpt'. The TAN is B699919C85E. The left sidebar contains links: Home, Order excerpt, Excerpt from criminal records, Special excerpt from criminal records (highlighted), Verifying criminal records excerpts, Tracking / Receipt, FAQ, and Imprint. The main content area is titled 'Kind of excerpt' and asks 'I require the excerpt:'. There are two radio button options: 'on paper (delivered by post)' (selected) and 'as a digitally signed electronic document (PDF), delivered electronically'. A red arrow points to the 'Continue' button. Below the options, there is a note: 'If you need your excerpt both on paper and as a digitally signed electronic document, then please place two separate orders, one for each form, and post both order forms.' At the bottom of the selection box are 'Back' and 'Continue' buttons. To the right, there are three informational paragraphs: 'Special excerpt from criminal records on paper', 'Special excerpt from criminal records as a digitally signed electronic document (PDF)', and 'Anybody can validate the genuineness, the origin and the integrity of a digitally signed electronic special excerpt...'. At the bottom right, there is a link: 'Samples of digitally signed electronic special excerpt from criminal records without conviction / with convictions'.

## Step 12.

Enter our address for the recipient of the statement\*, then click on Continue (see red arrow).  
\*If you send the letter to yourself, it must be sent to us unopened.

**Our address is:**

**Babsy Office**

**Attn: Andrea Schöllnast**

**Liebrütistrasse 10**


**4303 Kaiseraugst**

## Step 13.

Check data and then click Next (see red arrow).

► Federal Administration ► Department: FDJP ► Federal Office of Justice ► Criminal records

Helpdesk | FAQ | DE | FR | IT | EN

 Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**FDJP**  
**Criminal records excerpt**

TAN: B699919C85E

Home  
Order excerpt  
Excerpt from criminal records  
**Special excerpt from criminal records**  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

Personal details and address > 2 > 3

### Excerpt recipient

**Myself (usual case):**

Alvin Tobias Pascal Brodbeck  
Violaweg 70  
4303 Kaiseraugst

**Someone else (e.g. employer):**

In Switzerland  
 Abroad

**Excerpt recipient**  
On request we can send the excerpt to a third party (e.g. employer, authority, consulate etc.).

## Step 14.

Select the language of the extract, the delivery method (Priority A mail is sufficient) and the payment method (we do not require certification). Then click on Continue (see red arrow).

Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records

Helpdesk FAQ DE FR IT EN

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

FDJP  
Criminal records excerpt

TAN: B699919C85E

Home  
Order excerpt  
Excerpt from criminal records  
**Special excerpt from criminal records**  
Verifying criminal records excerpts  
Tracking / Receipt  
FAQ  
Imprint

1 > 2 Ordering and payment details > 3

### Ordering and payment

Excerpt  
Language of excerpt

Attestation (only if employer is located outside Switzerland)  
 The employer outside Switzerland requires an attestation

Method of delivery

Method of delivery	Costs
<input checked="" type="radio"/> A Mail (Swiss Post)	
<input type="radio"/> Registered (R)	+ CHF 5,00

The total amount of the order is CHF 20.00 .

Method of payment

Online payment (credit card, Post Finance Card, etc.)  
 Pre-payment at post office (deposit slip)

Back Continue

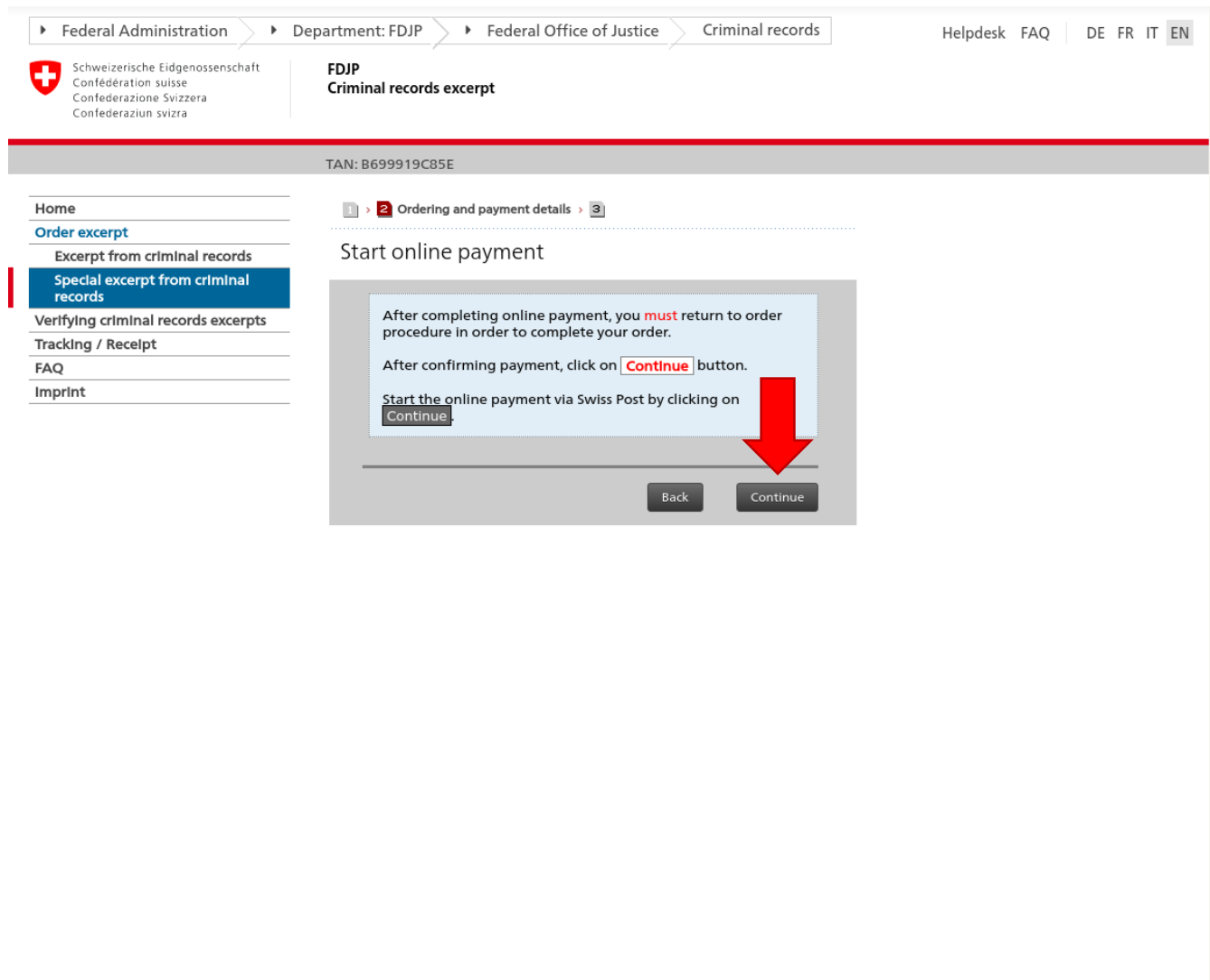
**Languages on the excerpt**  
Excerpts containing a conviction will be sent either in German, French or Italian. Excerpts without a conviction appear in German, French, Italian and English.

**Attestation/authentication**  
This only applies if the recipient is an employer located outside Switzerland: check whether an attestation is required. On request, we can have the excerpt authenticated for you by the Federal Chancellery at an additional charge of CHF 20. In this case, your order will take longer to process.

**Method of delivery**  
The excerpt will normally be sent and delivered by first class post (the A-Post service operated by Swiss Post). At request and for a fee, excerpts will be sent to domestic addresses by registered mail. If the addressee resides abroad, excerpts will be sent by courier service. A tracking number assigned either by the Swiss Post or the courier service allows you to locate and view the path your mail is taking.

## Step 15.

For online payment, click Continue (see red arrow) to start the payment process.

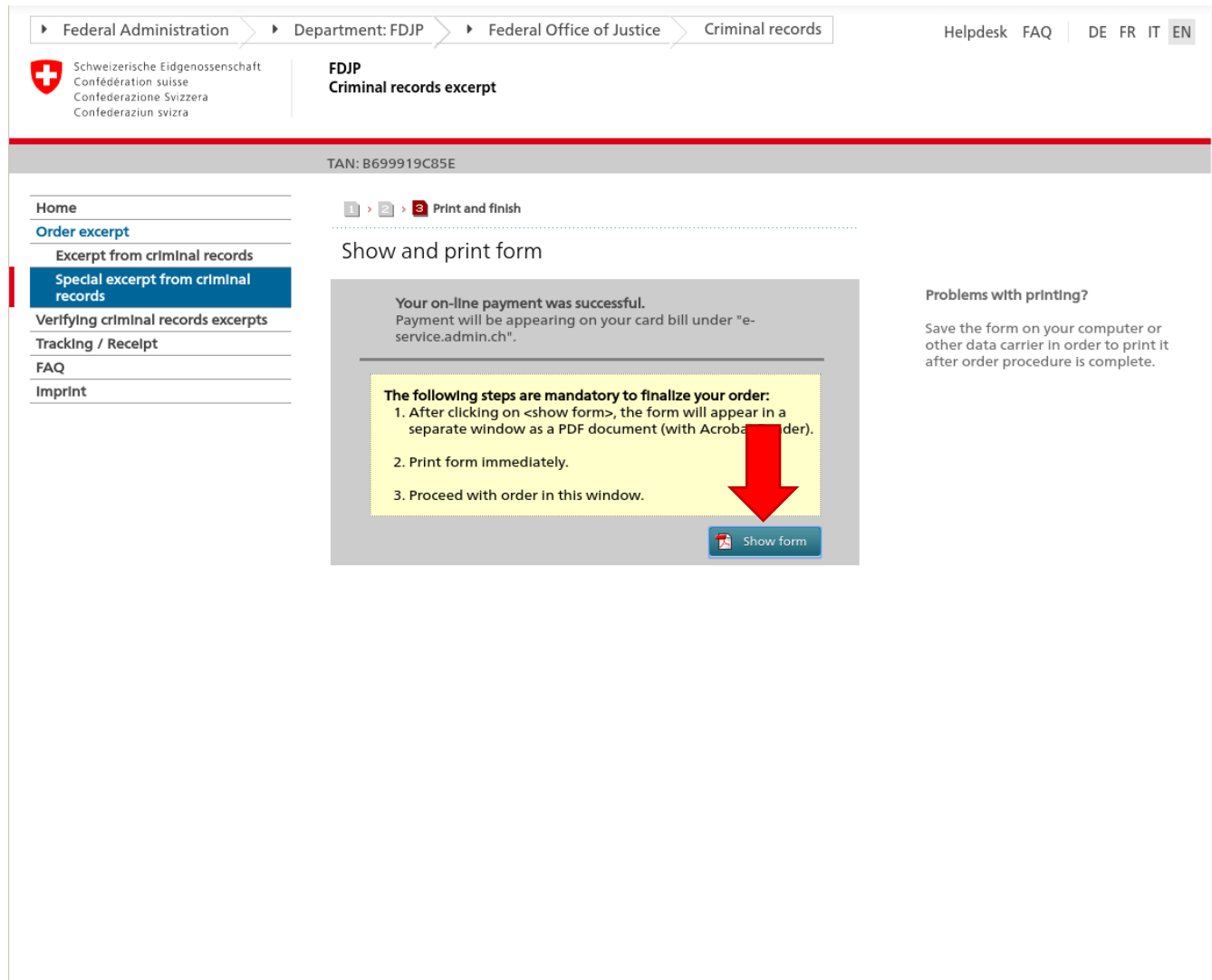


The screenshot shows the website interface for ordering a criminal records excerpt. The breadcrumb trail is: Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records. The page title is 'FDJP Criminal records excerpt'. A navigation menu on the left includes: Home, Order excerpt, Excerpt from criminal records, Special excerpt from criminal records (highlighted), Verifying criminal records excerpts, Tracking / Receipt, FAQ, and Imprint. The main content area shows a progress indicator with '2 Ordering and payment details' selected. Below this is the heading 'Start online payment' and a text box with instructions: 'After completing online payment, you must return to order procedure in order to complete your order. After confirming payment, click on Continue button. Start the online payment via Swiss Post by clicking on Continue'. A large red arrow points to the 'Continue' button at the bottom right of the text box. There are also 'Back' and 'Continue' buttons at the bottom of the page.

## Step 16.

Now sign the printed form (see red arrow) "Application for special private extract from the criminal record" with the current date and your signature.

\*After the process, you will be asked to confirm whether you have done this, this must then be confirmed:



The screenshot shows the website interface for the Federal Office of Justice (FDJP) Criminal records excerpt service. The breadcrumb navigation at the top reads: Federal Administration > Department: FDJP > Federal Office of Justice > Criminal records. The page title is "FDJP Criminal records excerpt". A red horizontal line is present below the header. The main content area is titled "Show and print form" and includes a success message: "Your on-line payment was successful. Payment will be appearing on your card bill under 'e-service.admin.ch'." Below this, a yellow box contains the following steps: "The following steps are mandatory to finalize your order: 1. After clicking on <show form>, the form will appear in a separate window as a PDF document (with Acrobat reader). 2. Print form immediately. 3. Proceed with order in this window." A large red arrow points down from the first step to a "Show form" button. To the right, there is a section titled "Problems with printing?" with the text: "Save the form on your computer or other data carrier in order to print it after order procedure is complete." The left sidebar contains a navigation menu with items: Home, Order excerpt (sub-item: Excerpt from criminal records, sub-item: Special excerpt from criminal records), Verifying criminal records excerpts, Tracking / Receipt, FAQ, and Imprint. The TAN: B699919C85E is displayed at the top of the main content area.

## Step 17.

Send the signed form and the confirmation of the employer (us, Babsy) and a copy of the identity card/identification document (ID: front and back) to the following address by post:

Swiss Criminal Register  
Service for extracts to private individuals  
Bundesrain 20  
CH-3003 Bern

## Step 18.

Thank you for your contribution to the safety of Babsy Childcare.

**If you have any questions, please contact us at:**

**sitter@babsy.ch**

**Thank you very much!**

**Your Babsy Team**