

# Order form for an overview of data according to § 34 BDSG

An overview of data produced under § 34 of the German Data Protection Law contains all the details about your person stored at SCHUFA. It also states where these have come from and who they have been passed on to.

**Personal details** (required fields)

Please complete in block capitals.      Mr    Ms

\_\_\_\_\_

First name

\_\_\_\_\_

Surname

\_\_\_\_\_

Street \_\_\_\_\_ House number \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Please note that we may add your personal details to the SCHUFA database as additional identification criteria for the purposes of communicating information.

**Other details** (optional)

\_\_\_\_\_

Name at birth \_\_\_\_\_ Previous names \_\_\_\_\_

\_\_\_\_\_

E-mail address \_\_\_\_\_

**Previous address** (to be completed only if your address has changed within the last 12 months):

\_\_\_\_\_

Street \_\_\_\_\_ House number \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

**Request for an overview of data according to § 34 BDSG**

We would like you to be properly informed. Together with your overview of data according to § 34 of the German Data Protection Law you will also receive details of any inquiries regarding creditworthiness made by contracting parties during the past 12 months. As part of the scoring procedure we will generate as reliable a forecast as possible for the future based on our collective experience. For example, using mathematical and statistical procedures we will calculate the probability that a customer will comply with any contractual payment obligations.

**Current creditworthiness check**

Please tick if you would also like to learn your current creditworthiness.

Yes, I would like to order a free data overview (Datenübersicht) as provided for in Section 34 of the German Federal Data Protection Act (Bundesdatenschutzgesetz ~ BDSG).

\_\_\_\_\_

Date, Signature

**Alternative option:  
Order a credit report**

**The benefits to you are as follows:**

Two documents in one:

- a conclusive report **for your business partners (e.g., if this is requested when you rent a flat), which does not contain all** the details about your person stored at SCHUFA, but rather only that information which is necessary in order to establish trust between you and your business partners,
- and a clearly structured, comprehensive report **for your personal use,** which does contain **all** the information about you stored at SCHUFA.

The credit report is available for **€ 18.50**.

**Bank details**

Account number \_\_\_\_\_ Sort code \_\_\_\_\_

Name of bank \_\_\_\_\_

Account holder \_\_\_\_\_

Yes, I would like to order a SCHUFA credit report at the price of €18.50 (inc. 19 % VAT) **and** consent to the **debit charge procedure**.

\_\_\_\_\_

Date, Signature of account holder

# Order form for an overview of data according to § 34 BDSG

## 1 Complete the form

## 2 Copy and submit the relevant identification documents

To avoid unnecessary enquiries, speed up the process and to ensure clear and positive identification, we request that you attach a copy of your identification document (passport, ID-card – both sides, if necessary) on which your name, surname, date and place of birth and the date of expiry of the document are clearly legible. If you wish, you may make non-required details, e.g. nationality, colour of eyes and height, illegible if applicable.

### German citizens

Copy of your identity card

#### OR

Copy of your passport and copy of your registration certificate

OR

### Citizens of other countries

Copy of your passport

#### TOGETHER WITH

Copy of your registration certificate

## 3 Post the form and the documents

Please forward the order form together with the copies of your identification documents in a stamped envelope to:

<div style="border: 1px dashed gray; padding: 2px; display: inline-block;">Stamp</div>
SCHUFA Holding AG Postfach 61 04 10 10927 Berlin

From First name Surname House number Street Town Postcode
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