



Please note that after submitting
your application, all correspondence
will be conducted in German.
A translation of the Stasi documents
is not available.

Application to view the Stasi Records

Dear applicant,

You have the right to view the records that the Ministry of State Security compiled about you. Please use the application form below to make your request. It can be sent to one of the counselling offices.

To assure that unauthorised persons do not gain access to records that may exist about you, you must submit both your signature and a certificate of identity. When you present a valid ID, your local registry office will provide you with a proof of identity that can be applied directly to the application form. The staff of the Stasi Records Agency (BStU) can also issue the certificate of identity.

If you have any questions, please contact the BStU's citizen's counselling office in Berlin or in one of the regional offices. More information is available online at: www.bstu.de

Additional information correlating to fields marked by a footnote is found at the bottom of the form.

Citizen's Counselling Office

Telephone and personal consultation

Monday to Thursday: 8 am– 5 pm

Friday 8 am– 2 pm

Additional appointments can be arranged.

Address

Berlin

Postal address: 10106 Berlin

Street address: Karl-Liebknecht-Straße 31/33, 10178 Berlin

Telephone consultation: 030 2324-7000

BStU Regional Offices

Chemnitz

Jagdschänkenstraße 52

09117 Chemnitz

Tel.: 0371 8082-0

Dresden

Riesaer Straße 7

01129 Dresden

Tel.: 0351 2508-0

Erfurt

Petersberg Haus 19

99084 Erfurt

Tel.: 0361 5519-0

Frankfurt (Oder)

Fürstenwalder Poststraße 87

15234 Frankfurt

Tel.: 0335 6068-0

Gera

Hermann-Drechsler-Straße 1

07548 Gera

Tel.: 0365 5518-0

Halle

Blücherstraße 2

06122 Halle

Tel.: 0345 6141-0

Leipzig

Dittrichring 24

04109 Leipzig

Tel.: 0341 2247-0

Magdeburg

Georg-Kaiser-Straße 7

39116 Magdeburg

Tel.: 0391 6271-0

Neubrandenburg

Neustrelitzer Straße 120

17033 Neubrandenburg

Tel.: 0395 7774-0

Rostock

Straße der Demokratie 2

18196 Waldeck-Dummerstorf

Tel.: 038208 826-0

Schwerin

19065 Görslow

Tel.: 03860 503-0

Suhl

Weidbergstraße 34

98527 Suhl

Tel.: 03681 456-0



Federal Commissioner for the Records
of the State Security Service of the former
German Democratic Republic

Application

to receive information, view documents and receive copies of records from the State Security Service of the former German Democratic Republic

See explanatory notes on the last page of form.

Journal number (To be filled out by the BStU!)

1 Applicant's personal details

Last name and all other names (underline first name)	Birth date and personal identity number
Name at birth and other names	Place of birth
Current address: street address and building number, zip code, city/town	
	Telephone number (optional)

Confirmation of applicant's personal details

Applicant's data has been checked

Registry office or BStU	Agency seal/stamp
Place, date, signature	

2 Application

<input type="checkbox"/> 2.1 for myself	<input type="checkbox"/> 2.2 as a near relative of a missing or deceased person	
<input type="checkbox"/> to view records	<input type="checkbox"/> to receive information	<input type="checkbox"/> to receive copies by postal mail
<input type="checkbox"/> to receive digital copies of records		
Have you previously submitted an application?		Journal number (if known)
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
I would like to view the records in <input type="checkbox"/> Berlin. <input type="checkbox"/> in the regional office (please indicate in cover letter). E-mail		
I need material <input type="checkbox"/> in Braille. <input type="checkbox"/> in large print. Applies only to correspondence from the BStU - not to Stasi records		

3 Information needed to find records about you

all places of residence including secondary apartments **until 1990** (street name and building number, zip code, town/city, please use the names as they existed at that time)

Additional comments (to submit a request as a third party, see additional notes under item 2).

4 Information for application as a near relative of a missing or deceased person

4.1 Information about the missing or deceased

Last name and all other names	Birth date
Name at birth and other names	Place of birth
All places of residence including secondary apartments until 1990 (street name and building number, zip code, town/city as they existed <u>at that time</u>)	

Please provide proof that the named person is missing or deceased (e.g. a copy of the death certificate or a missing person's report).

4.2 Applicant's family relation to the missing or deceased person

Spouse Child Grandchild Mother/Father Sibling

Please provide proof of family relationship (e.g. a copy of the birth certificate).

In the field below please indicate credibly your **justified interest** in viewing records about the missing or deceased person.

4.3 Relatives up to the third degree when relatives listed in item 4.2 are not available

Grandparents Aunt/Uncle Niece/Nephew Great Grandchildren

Purpose of application

Rehabilitation Protection of privacy rights Clarifying the fate of a missing/deceased person

Please make the **purpose of the application** credible in the text box below.

Comments concerning justified interest (item 4.2) or purpose of application (item 4.3)

If the space provided here is not sufficient, please use a separate sheet.

5 Reasons for urgency of application

Rehabilitation/Compensation Averting infringement of personal privacy
 Exonerating someone accused of having cooperated with the State Security Service other reasons

Please list reasons for or provide proof of urgency.

6 Note on fees

The BStU charges a fee for providing copies. Employees or beneficiaries of the State Security Service are also charged for viewing records and receiving information.

Place, Date

Applicant's signature

Additional information correlating to footnotes in application

To 1: Applicant's personal details

To facilitate thorough research and avoid mistakes, please provide all names, including all first names, your name at birth as well as names that you had in the past (e.g. from previous marriages), your birthdate or PKZ (personal code in the former GDR) and place of birth.

This information is used to confirm your identity.

To 2: Application

When submitting an application for yourself, please fill out items 2, 3, and 5.

If you are submitting an application as a near relative of a missing or deceased person, please fill out items 2, 4 and 5.

To 2.1: Application for yourself

The Stasi Records Act (StUG) distinguishes between records of the State Security Service about persons concerned, third parties, beneficiaries and employees of the State Security Service. This distinction plays a role in determining the scope of access rights and whether fees are charged.

Persons concerned refers to persons about whom the State Security Service collected personal data through deliberate, including secret, information-gathering or spying measures.

Employees of the State Security Service refers to official employees and unofficial collaborators.

Beneficiaries refers to persons who were substantially assisted by the State Security Service, or who at its behest were protected from prosecution for a criminal act, as well as persons who planned or committed criminal acts with the knowledge, connivance or assistance of the State Security Service.

Third party refers to other persons about whom the State Security Service collected personal data, but for whom deliberate information-gathering did not take place and individual files were not created.

Information on submitting an application as a third party:

Information may also exist about you in the records that the State Security Service compiled on other persons. In these cases you qualify as a third party and as such may apply for expanded right to access the records. To do this you must submit the complete name, birth date and place of residence of the person whose records you believe may contain information about you. Information will only be provided when the amount of effort this would require is not disproportionate to your right to receive information. It is therefore important that you explain why you believe that information about you may be found in records concerning another person.

To 2.2: As a near relative to a missing or deceased person

According to the Stasi Records Act, near relatives are spouses, children, grandchildren, parents and siblings. Relatives up to the third degree may apply to view records when no near relatives are available.

To 2.3: Accessing copies online

After receiving your application, we will send you a confirmation of receipt by postal mail, including a journal number. As soon as the documents are available, a password and the link for downloading the documents will be sent to the e-mail address you have provided. Please use the journal number sent to you by postal mail as your username.

To 3: Information needed to find records about you

The State Security Service of the GDR maintained a district administration and district office in each of the former districts and information was gathered there. For this reason it is important that all addresses (including secondary apartments) until 1990 are provided with the street names as they existed at that time (even when there was a change of address within a district).

Additional information that may be useful to finding records include:

the time and place that the believed spying took place, time, place and reason of a court sentence, information about the prison sentence, information about worksites/functions, other references to places and people, destination of travel and visits within the GDR.

To 4: Information for application as a near relative of a missing or deceased person

Near relatives (spouses, children, grandchildren, parents and siblings) may receive access to records about a missing or deceased person when they provide a credible and justified interest and when no overriding legitimate interests of others are affected.

If no near relatives are available, then relatives up to the third degree (grandparents, uncles, aunts, nieces, nephews and great grandchildren) may also receive access to records for the purpose of rehabilitation, protection of privacy rights and clarifying the fate of missing / deceased person.

Access cannot be granted when the missing or deceased person left behind other provisions or when other circumstances indicate that this would have been contrary to his wishes.

To 4.1: Information about the missing or deceased person

Please provide all names, including first names, name at birth and other past names (e.g. from previous marriages) of the missing or deceased person.

The State Security Service of the GDR maintained a district administration and district office in each of the former districts and information was gathered there. For this reason it is important that all addresses (including secondary apartments) until 1990 are provided with the street names as they existed at that time (even if there was a change of address within a district).

Please include proof that the person about whom you are submitting the application is missing or deceased (e.g. a copy of a death certificate or a missing person's report).

To 4.2: Applicant's family relation to the missing or deceased person

Please indicate your family relationship to the missing/deceased person by ticking the correct box and including proof. Suitable proof includes copies of civil status certificates (e.g. a birth certificate).

As a near relative you must present a credible and justified interest and show coherently that you intend to use these records to re-examine events or state measures related to the GDR regime. Please provide precise information about the circumstances to be clarified. You may write your comments in the area provided or on a separate sheet.

To 4.3: Relatives up to the third degree

Please indicate your family relationship up to the third degree and include proof. Suitable proof includes copies of civil status certificates. Please show credibly that no near relatives as listed in item 4.2. are available.

As a relative up to the third degree, you may only receive access to records for the purpose of rehabilitation, protection of privacy rights and clarifying the fate of missing/deceased persons. Please tick the appropriate box. You must present the purpose of your application credibly (e.g. by presenting certificates or written statements) and explain the relevance to the activities of the State Security Service. Please use the space provided or a separate sheet. A general interest in viewing records is not sufficient grounds for receiving access.

To 5: Reasons for urgency

Under certain circumstances it is possible for applications be handled with priority, shortening the waiting period. This special urgency must be justified. Please list the reasons or provide copies of proof.

To 6: Note on fees

Fees and expenses are determined in the Stasi Records Act and Cost Ordinance (StuKostV). It can be found on the BStU website www.bstu.de.