



2 Filling in by organization/institution that requires the certificate of conduct

2.1 Information organization/institution

Name
organization/institution:

Name representative:

Address:

Telephone:

E-mail address:

2.2 Purpose of the application

> If you are applying, for example, obtaining a visa or a license, you must state this in the case of others

Work related

Position (to which the application relates: eg teacher, cleaner,)

Job description (preferably attach a job description)

Others

Description (eg visa, emigration, beverage and catering permit)

2.3 Specific screening profile

Does the application relate to one of the functions or goals listed below?

Yes, namely: (you can only tick a box)

- Political office holder
- Visa and emigration
- (Special) enforcement officer
- (Family) custody at custodial institutions, probation officer, council investigator and social worker
- Health care and welfare of humans and animals
- Security guards / Security Company

Initial / stamp organization





- Exploitation permit
This screening profile can only be used if OLB is the institution that requires the VOG and you apply for the VOG for an operating license for a beverage and catering company.
- Legal services
- Education
This screening profile applies to all staff working at an educational institution.
- Taxi business; driver card
- Swearing interpreters / translators
This screening profile can only be used if the court is the organization that requires the Certificate of Conduct
- Membership shooting club
- Financial services
- Unknown position
This screening profile applies to VOG applications for inclusion in a file for recruitment of staff where it is not yet clear which function will be fulfilled.
- Prison system

no, continue with 2.4

2.4 General screening profile

> Check what is applicable

The screening takes place on the basis of the functional aspects you have ticked. It is therefore important that the specified job aspects actually correspond to the intended function / task or another purpose of the application.

Information

- Authority to consult and / or edit systems
- Handling sensitive / confidential information
- Knowledge of safety systems, control mechanisms and verification processes

Money

- Handling cash and / or cashless securities and / or (digital) securities
- Have budget authority

Effects

- Monitoring production processes
- The possession of goods
- The possession of substances, things and objects and the like, that at improper or incorrect use poses a risk to humans (and animals)

Services

- Providing services (advice, cleaning, catering, maintenance, etc.)
- Providing services in the personal living environment

Business transactions

- Decide on quotes (conducting negotiations and taking out contracts) and the awarding of tenders

Process

- The maintenance / conversion / operation of (production) machines and / or devices, vehicles and / or aircraft
- (Driving) transport involving goods, products, mail and parcels transported and / or delivered, other than the internal transport within a company
- (Driving) transport where people are transported

Initial / stamp organization



Managing organization

- Persons who from their position manage people and / or an organization (or a part thereof)

People

- Taking care for minors
- Taking care for (needy) people, such as the elderly and disabled
- Day-care

2.5 Special circumstances with regard to application

> Fill in any details regarding the application

The location where the work is performed can be important in the assessment of the application. For example, for someone who performs construction work, the location where the work is carried out is important. If this happens on, for example, the premises of Bopec, this will be assessed differently than when construction work is being carried out at an office building or a hotel..

No, go on to the next question

Yes, explanation:

2.6 Signed by organization / institution

The organization / institution declare to complete this form completely and truthfully.

Date:

Signature representative:

Initial / stamp organization

EXPLANATION

When completing application form for the Certificate of Conduct

Fill out the form carefully. This information is mentioned on the certificate.

1 Fill in by applicant

1.1 Information applicant

Last name & First name : fill in your last name and first name.
Place of birth : fill in your birthplace.
Country of birth : fill in your country of birth

2 Filling in by organization/institution that requires the certificate of conduct

2.1 Information organization/ institution

Name representative : enter the name of the person representing the organization / institution with this request

2.2 Purpose of the application

Function : the function for which the certificate is requested.
Job description : describe the activities and responsibilities that belong to the job.
(You can omit this description if you attach a job description.)
Other : not every application for the certificate will be considered. For example, an application for the purpose of entering into a marriage abroad is not taken into

2.3 Specific screening profile

If you did not tick a screening profile in question 2.3, in question 2.4 you tick the aspects that belong to the position / job or goal. The Cabinet of the Lieutenant Governor can disregard an application if the organization / institution that require the certificate have not ticked a general or specific screening profile.

Important!

As an organization / institution that require the certificate you are a link in preventing fraud. When you provide the application form with an initial/stamp under each page, you help prevent fraud. It is also your job to determine the authenticity of the received certificate.

Attach to the application form:

- Proof of payment

In the event that you have submitted your application by someone else, you must authorize the person to do so. The authorized representative must therefore submit the following documents:

- an authorization form
- a copy of your ID

Compensation:

The fee for the certificate of conduct is \$ 10.

This amount must be paid into account number 406.287.06 at Maduro & Curriel's Bank Bonaire in the name of:

- Verklaringen Omtrent Gedrag (certificate of conduct)
- Openbaar Lichaam Bonaire (Public entity Bonaire)
- Plaza Reina Wilhelmina 1

*The fee must be paid before submitting the application.
This is a requirement for handling an application.*