Forms and Symbols

German flag state administration forms are gradually being provided as electronic forms.
All you need to fill in these forms is your usual Internet browser and Adobe Reader (free of charge) to print them out (both in their most up-to-date versions, where possible).
If you have any questions or problems using the forms, please contact the section specified in each form under „Contact" (underneath the logo).

Data entered into the form are only saved temporarily until printed or until the end of the session.

After you have opened a form, you can return to the website www.deutsche-flagge.de/en by closing the window/tab. Data which has already been entered will then be lost if it is not saved (see below).

You will find different buttons for different functions on the toolbar in the upper section of the form. Please note: **The forms can only be used with these buttons**, and not with your browser's buttons.

Creating a PDF file to save/print

Saving input data from the form locally as an XML file (on your own PC)

Uploading data saved in the XML file format to a form (from your own PC)

Deleting entries in the form

Guide

Minimising form view

Maximising form view

Filling in forms

- You can fill in the forms
    - online and print them out when they are completed or
    - print them out incomplete (blank printout) and fill them in by hand.
- You have 90 minutes to fill in the form online.
- Please fill in all mandatory fields, as this is the only way in which your application can be processed without further queries.
- You can complete some fields via a drop-down menu. If such a field contains an entry already, you may delete the entry (put cursor behind word and delete) and type in something else.
- For some forms, you can create new input fields, if required, by clicking one of the small plus buttons ⊕ on the right or left-hand side. You can delete newly-created input fields again by clicking the small minus button ⊖.

Filling in forms (continued)

- A certain format is required to enter your data into some fields. You will see this when you hover over the field with the mouse.

Saving input data as an XML file

- You can save the data you have entered into the form on your computer as an XML file at any time
  - if you want to stop working and back up the data you have entered or
  - if you would like to use the input data again for the next application or
  - if you would like to use data which does not change for various applications.
- XML files use up very little memory. They can be uploaded to the form at any time.
- The following notice appears when you click :

Download XML data
Please click on the following link to download the form's data as an XML file to your local machine. You may choose to save the downloaded XML file on your computer's hard disk. For resuming the fill-in process later, just upload that file again.
For uploading a XML file goto the start menu.
Please don't modify the file's contents. Otherwise you will not be able to upload it again!

Application for the replacement of Certificates of Competency (CoC) and Certificates of Proficiency (CoP).xml
(2 KB)

Important:
- Please do not make any changes to the file, otherwise you will not be able to input the data into the form again!
- If you require a record for your personal file, please save or print the completed form in PDF format by clicking .

Uploading an XML file to the form

Form data which you have saved as an XML file can be uploaded to the open form again if you click , for example to continue filling in the form or make another application.
The form data is uploaded in various stages and automatically added to the form. Please follow the instructions on the screen.

Please always check that the transferred data is still current.

Printing forms

- You can:
  1. fill in the form online and print it out completed,
  2. print out the form incomplete (blank printout) and fill it in by hand.

- If you click the electronic form is not printed immediately, but first displayed as a PDF file. The following notice appears above the form:
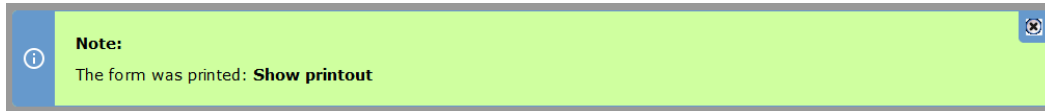
- To display this PDF file, you will need Adobe Reader (free of charge). You can then print or save the PDF file using the Adobe Reader buttons.

- Some forms are suitable for different application types. In this case you will be asked, before printing a blank form, which type you would like to print.

- You can send some forms by e-mail while others you still need to complete, print, sign and send by post to the BSH. You will find the relevant information with the application forms or in the texts.

Verification in the forms

During completion, saving or before printing, a check is made in some forms that all required fields are completed and that the data has been entered in the prescribed formats. An error message will be displayed if this is not the case.