



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Antragsvordrucke bei Entsendungen/Dienstreisen von Arbeitnehmerinnen/Arbeitnehmern und Beamtinnen/Beamten – *Request Forms for Postings/Business Trips of Employees/Civil Servants*

For postings or business trips abroad, employees or civil servants might need to provide proof of the social security legislation they are subject to.

Which form do I have to use and where should I send the completed form?

For **employees**: (Personnel number starts with a 5 or a 9)

- Posting to a **member state**¹:
 - ➔ Form LBV 42103a
 - ➔ to be sent to the LBV
- Posting **outside** of a member state:
 - Form of the DVKA² (www.dvka.de) for the country you are posted to
 - ➔ to be sent to the institution indicated in the upper right corner of the form
- In case the **country you are posted to**³ is not listed on the DVKA forms:
 - You can ask your statutory health insurance provider to examine whether your employment or business trip is considered a posting (section 4 SGB IV). (Employees with private health insurance should submit their request to the provider who receives their pension and unemployment insurance contributions.)

For **civil servants**: (Personnel number starts with a 6)

- Posting to a **member state**¹:
 - ➔ Form LBV 42103c
 - ➔ to be sent to the LBV
- Posting **outside** of a member state:
 - ➔ Form of the DVKA² (www.dvka.de) for the country you are posted to
 - ➔ to be sent to the institution indicated in the upper right corner of the form
- In case the **country you are posted to**³ is not listed on the DVKA forms:
 - ➔ Since you are not subject to compulsory statutory social security insurance, the examination according to section 4 of Book IV of the German Social Code (SGB IV) does not apply.

Please note:

Particularly in case of postings to non-member states, you may be subject to double social security payments due to the respective legal social security regulations in place.

Sincerely,
Landesamt für Besoldung und Versorgung Baden-Württemberg

¹ The term "member state" refers to the EU countries as well as Iceland, Liechtenstein, Norway, Switzerland and the United Kingdom.

² Deutsche Verbindungsstelle Krankenversicherung – Ausland, Postfach 20 04 64, 53134 Bonn.

³ Generally states with which Germany has not concluded a social security agreement.