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Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

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Contact

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Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Monday: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided.

Itinerant trade - apply for a permit

If you offer for sale or sell goods commercially outside your business establishment or without having a business establishment without a specific order in advance:

- offer goods for sale; or
- solicit or purchase orders; or
- offer services or seek out orders for services,

you are operating a itinerant trade and require a permit for this from the competent public order office (itinerant trade card).

This includes in particular activities such as:

- visiting homes or businesses (door-to-door sales) without prior order,
- the offering of goods and services on the street or in public places,
- entertaining activities as a showman or in the manner of a showman (shops typical of folk festivals).

Any expansion of the commercial activity or the goods and services offered is subject to renewed approval and will be added to the existing itinerant trade card upon application.

The itinerant trade card is valid nationwide.

If you employ workers, they require a duplicate or certified copy of your itinerant trade card.

The itinerant trade permit, or a copy or duplicate, must be accompanied during the itinerant trade activity.

Activities that do not require an itinerant trade card

For some activities you do not need a itinerant trade card.

This applies, for example, to:

- the distribution of foodstuffs or other goods for daily use, if these are distributed by non-stationary, i.e. mobile, sales outlets at regular shorter intervals at the same place,
- the offering of printed matter for sale on the street (mobile newspaper sales).

In these cases, you only have to register this trade with the public order office responsible for your place of residence as a so-called itinerant trade card-free activity (see " More information)". There is no examination of personal reliability in these cases.

Prerequisites

• Personal reliability

Reliability is checked on the basis of various forms of evidence. The applicant must provide information from the Federal Central Register (certificate of good conduct) and information from the Central Trade Register.

Documents required

- **Application for an itinerant trade card**
Possible online; or you can use the form.
- **Identity document**
Identity card or other official identification document with photo (not required for electronic application).
Residence permit if the applicant is not a national of an EU country.
- **Certificate of good conduct for presentation to an authority**
(<https://service.berlin.de/dienstleistung/120926/>)
To verify personal reliability, information from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).
The information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business. The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")
- **Excerpt from the central business register for presentation to an authority**
(<https://service.berlin.de/dienstleistung/327835/>)
To verify personal reliability, information from the central business register for natural persons is required for submission to an authority (document type 9).
As a private individual, the information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business.
Legal entities with their place of business in Berlin apply for it at their competent public order office.
The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")
- **Up-to-date excerpt from the Trade Register**
(<https://www.handelsregister.de/>)
Registered companies are required to submit an up to date excerpt from the Trade Register when applying. Legal entities that are in the process of being established (GmbH, AG) are required to submit their partnership agreement or statutes.
- **If applicable, certificate of instruction in accordance with the Infection Protection Act**
(<https://service.berlin.de/dienstleistung/324295/>)
only required for the manufacture, treatment or placing on the market of foodstuffs within the meaning of §§ 42, 43 of the Infection Protection Act.

Forms

- **Application for an itinerant trade card**
(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/reisegewerbe/_assets/mdb-f122697-wi300_rgk_antrag_03_2014.pdf)

Fees

- EUR 40.00 to EUR 500.00 per effort
- 50 of one hundred (50%) of the permit fee: alterations, extensions
- EUR 8.00 to EUR 20.00 per duplicate: Copies for employees

Legal basis

- **Trade Regulations (GewO) § 55**
(https://www.gesetze-im-internet.de/gewo/_55.html)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**
(<https://gesetze.berlin.de/perma?d=jlr-VwGebOBE2009V11Anlage>)

More information

- **Information by IHK Berlin**
(https://www.ihk.de/berlin/Service-und-Beratung/recht_und_steuern/gewerber_echt/reisegewerbekarte/4321806)
- **Information on handling food - Infection Protection Act**
(https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerber_echt/ifsg-2253518)
- **Apply for certificate of good conduct and central business register online - Bfj**
(https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/Buergerdienste_node.html)
- **Information about privacy**
(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/merkblatt-dsgv.pdf)
- **Activities that do not require an itinerant trade card**
(<https://service.berlin.de/dienstleistung/126432/en/>)

Average time to process request

<https://www.berlin.de/ea/en/application/login-service-account-berlin/>

Hinweise zur Zuständigkeit

The application for a travel business card, a duplicate or a certified copy for employees must be submitted to the public order office responsible for the applicant's place of residence.