

## Security guarding business - permit

You require permission, if you intend to protect the life and property of third parties on a commercial basis. Security guarding requires for guarding activities to be performed (monitoring or controlling). The guarding activities must have the objective to protect people from threats to health, life or freedom or to protect property against loss, destruction or damage. The guarding activities must be performed by human beings. Mere surveillance, observation or investigation activities (e. g. detective agencies) or mere provision of space (e. g. deposit boxes) do not require permission.

In the case of business partnerships (e. g. GbR, OHG, KG), each managing partners is considered a business person. In the case of legal entities (GmbH, UG or AG) permission is granted to the company.

### Prerequisites

- Personal reliability  
Reliability is verified based on various documents. The competent Public Order Office must obtain at least one unrestricted record from the Federal Central Criminal Register (extended certificate of good conduct) and one excerpt from the Commercial Central Register as well as a statement from the police branch that is responsible for the place of residence, from a central police station or the responsible criminal investigation office for the respective federal state.
- Orderly financial circumstances  
It is verified whether the applicant is in debt (of a private or public nature) or if there are any known insolvency proceedings.
- Expertise  
Proof of successfully passed examination of competence before a Chamber of Industry and Commerce or a similar approved professional qualification.
- Sufficient insurance cover  
Proof of professional insurance cover for the business

### Documents required

- Identity document  
Personalausweis oder anderes amtliches Ausweisdokument mit Lichtbild (bitte immer Kopie des Personaldokuments beifügen).  
Aufenthaltstitel, wenn der Antragsteller nicht Angehöriger eines EU-Landes ist.
- Up to date excerpt from the trade register  
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 (e. g. GmbH, AG) are required to submit their partnership

agreement or statutes.

[https://www.handelsregister.de/rp\\_web/welcome.do;jsessionid=2A22D37A1C112D6FB89E72AAA6F66A80-n1.tc032n01](https://www.handelsregister.de/rp_web/welcome.do;jsessionid=2A22D37A1C112D6FB89E72AAA6F66A80-n1.tc032n01)

Proof of expertise

Proof of CCI examination of competence or similar recognised professional qualification

[https://www.ihk-berlin.de/pruefungen\\_lehrgaenge/pruefungen/Sach-\\_und\\_Fachkundepruefung/Informationen\\_zum\\_Bewachungsgewerbe/Sachkundepruefung\\_nach\\_34\\_a\\_der\\_Gewerbeordnung/2265212#titleInText0](https://www.ihk-berlin.de/pruefungen_lehrgaenge/pruefungen/Sach-_und_Fachkundepruefung/Informationen_zum_Bewachungsgewerbe/Sachkundepruefung_nach_34_a_der_Gewerbeordnung/2265212#titleInText0)

Professional liability insurance

Confirmation from an insurance company that the security guarding company is covered by professional liability insurance.

[https://www.gesetze-im-internet.de/bewachv\\_2019/\\_14.html](https://www.gesetze-im-internet.de/bewachv_2019/_14.html)

Tax-related information ("Bescheinigung in Steuersachen")

Clearance certificate by the relevant local tax authority

<https://service.berlin.de/dienstleistung/324713/en/>

Information from the insolvency register

\* Two certificates are required for initiating insolvency proceedings for natural persons who are residents of Berlin. The first certificate for consumer insolvency proceedings must be applied for with the local court responsible for your place of residence, and the second one for regular insolvency proceedings is available from the District Court Charlottenburg  
Amtsgerichtsplatz 1, 14057 Berlin.

\* The District Court Charlottenburg, Amtsgerichtsplatz 1, 14057 Berlin is responsible for insolvency proceedings for legal entities and private trade companies based in Berlin.

\* Applicants residing / operating outside of Berlin please inform themselves about the respective responsibilities of the insolvency courts via the central place and court directory [<https://www.justizadressen.nrw.de/de/justiz/suche>].

<https://service.berlin.de/dienstleistung/327527/>

Information from the record of debtors (central enforcement centre)

Information regarding entries must be requested online [<https://www.vollstreckungsportal.de/zponf/allg/willkommen.jsf>] from the central enforcement centre for the respective federal state.

<https://service.berlin.de/dienstleistung/327028/>

Antrag auf Erteilung einer Erlaubnis gemäß § 34a der Gewerbeordnung  
(siehe Formulare)

## Forms

Application for a licence pursuant to § 34a of the Trade Regulations GewO (security guarding business)

[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/mdb-f402999-antrag\\_bewacher.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f402999-antrag_bewacher.pdf)

Guardian Permit - Supplement for other legal representatives

[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/winr-240-a-gewo-bewacher-antrag-beiblatt-10-2019.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/winr-240-a-gewo-bewacher-antrag-beiblatt-10-2019.pdf)

## Fees

Rate: EUR 80.00 to 2000.00

## Legal basis

- Trade Regulations § 34a  
[http://www.gesetze-im-internet.de/gewo/\\_\\_\\_34a.html](http://www.gesetze-im-internet.de/gewo/___34a.html)
- Security Guarding Regulation  
[https://www.gesetze-im-internet.de/bewachv\\_2019/](https://www.gesetze-im-internet.de/bewachv_2019/)

## Average time to process request

1 month

## More information

- Online insolvency information via the common justice portal for the federal states  
<https://www.insolvenzbekanntmachungen.de/>
- Determination of the competent court for a written record from the insolvency register  
<https://www.justizadressen.nrw.de/de/justiz/suche>
- Information by the CCI Berlin regarding legal provisions for the security industry  
<https://www.ihk-berlin.de/service-und-beratung/existenzgruendung/informationangebote/brancheninformaton/bewachungsgewerbe-2279246>
- Information about privacy  
[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/merkblatt-dsgv.pdf)

## Link to online processing

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

## Responsible authority

The permit must be applied for with the competent Public Order Office for the place of business. If the place of business is not yet known, approval can also be applied for with Public Order Office that is responsible for the applicant's place of

residence.

## Information on this location

### Ordnungsamt Neukölln - Zentrale Anlauf - und Beratungsstelle

#### Address

Juliusstraße 67  
12051 Berlin

#### Current information on this location

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

#### Barrier-free access

This facility is fully accessible to wheelchairs.  
Handicapped parking space available.  
An elevator fully accessible to wheelchairs is available.  
A WC fully accessible to wheelchairs is available.

Zugang für Rollstuhlfahrer am Haupteingang

#### Opening hours

Monday: 09.00-13.00 Uhr und nach Terminvereinbarung

Tuesday: 09.00-13.00 Uhr und nach Terminvereinbarung

Wednesday: nach Terminvereinbarung

Thursday: 15.00-18.00 Uhr und nach Terminvereinbarung

Friday: nach Terminvereinbarung

#### Information for customers with an appointment

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt

ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

## **Public transportation**

S-Bahn Neukölln: S41, S42  
U-Bahn Grenzallee: U7  
Bus M171

## **Contact**

Telephone: (030) 90239-6699  
Fax: (030) 90239-4988  
Internet:  
<http://www.berlin.de/ba-neukoelln/politik-und-verwaltung/aemter/ordnungsamt/>  
E-mail: [ordnungsamt@bezirksamt-neukoelln.de](mailto:ordnungsamt@bezirksamt-neukoelln.de)

## **Payment methods**

Payment only by debit card (Girocard) (with PIN) at this location.

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