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Point of Single Contact Berlin

If you wish to start a business or work professionally in Berlin, the Single Point of Contact Berlin can assist you. He will inform you about the necessary steps and support you in processing administrative procedures.

The Single Point of Contact Berlin is part of a European-wide network and enables you to have easy access to administrative services and authorities.

The Single Point of Contact Berlin can help you with the following matters:

- If you wish to set up a business in Berlin.
- If you wish to have your professional qualifications recognised for a specific occupation in Berlin.

The Single Point of Contact Berlin informs you about:

- How to submit an application and what documents are required.
- Which authorities are responsible.
- The costs and duration of the administrative procedure.

You can submit your application completely online through the Single Point of Contact Berlin's online platform and process the entire administrative procedure electronically. The Single Point of Contact receives your application and forwards it to the relevant authorities. As a result, you will save yourself the hassle of visiting the authorities and communicating with the relevant bodies.

How does it work?

You can find a list of all available online services under "More Information". Many services can be started, filled out, and submitted online directly. For some services, you need to register with the Federal ID first. To do this, you need to create a user account with BundID. We explain how to do this, step by step, under "Login Area with Federal ID" in "More Information" or under the respective service in "Online Processing".

Prerequisites

- **Services of the Point of Single Contact are available for:**
 1. Service providers,
 2. Businesses,
 3. Founders and
 4. Individuals seeking recognition of their professional qualifications from
 - the Federal Republic of Germany,
 - a member state of the European Union (EU) or
 - a member state of the European Economic Area (EEA), currently Iceland, Liechtenstein and Norway.

Documents required

- **Depending on the issue**

Which documents you need to submit, depends on your specific endeavour. More detailed information is available on the Berlin Service-Portal, on the corresponding websites for the services offered.

Fees

- The Single Point of Contact Berlin does not charge any fees.
- Our information and advice are free of charge.

Note:

However, you will still need to pay the statutorily prescribed fees for your administrative procedures with other authorities and relevant bodies. In some cases, these fees may be cheaper if you submit your application online through the Single Point of Contact (for example, when registering your business online). The fee amount varies depending on the administrative procedure. You can find more information in the descriptions of the relevant services.

Legal basis

- **Law on the Point of Single Contact for the State of Berlin (EAG Bln) § 2**
(<https://gesetze.berlin.de/bsbe/document/jlr-EAnsprPGBE2009V2P2>)
- **Directive 2006/123/EC regarding services in the internal market Article 6**
(<https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX:32006L0123&from=EN>)
- **Law on determination of equivalence of foreign professional qualifications in the State of Berlin (Berufsqualifikationsfeststellungsgesetz Berlin (BQFG Bln)) § 13 section 8**
(<https://gesetze.berlin.de/bsbe/document/jlr-BQFGBEV2P13>)
- **Directive 2005/36/EC regarding the recognition of professional qualifications article 57 and article 57a**
(<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:02005L0036-20160524&qid=1471520594347>)
- **Directive (EU) 2018/1724 regarding the establishment of a single digital gateway Appendix III no. 1**
(<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32018R1724>)
- **Law on proceedings of the Berlin authorities (VwVfG BE) § 1 section 1**
(<https://gesetze.berlin.de/bsbe/document/jlr-VwVfGBE2016pP1>)
- **Administrative Procedure Act (VwVfG) §§ 71a to e**
(<https://www.gesetze-im-internet.de/vwvfg/BJNR012530976.html#BJNR012530976BJNG001903310>)

Average time to process request

Provision of information:

- On the online portals: immediately
- Requests submitted by email: usually up to 3 days

Processing of proceedings:

The processing time depends on the respective proceedings. It is indicated in the service descriptions of the procedures.

More information

- **Overview of the online procedures of the Point of Single Contact Berlin**
(<https://www.berlin.de/ea/en/application/>)
- **Login Area with Federal ID**
(<https://www.berlin.de/ea/en/application/login-service-account-berlin/>)
- **Point of Single Contact Berlin**
(<https://www.berlin.de/ea/en/>)
- **Points of Single Contact for other federal states**
(<https://www.bmwk.de/Redaktion/DE/Artikel/Mittelstand/einheitlicher-ansprechpartner.html>)
- **Points of Single Contact for other EU countries**
(https://single-market-economy.ec.europa.eu/single-market/services/directive/points-single-contact_de)
- **Recognition in Germany**
(<https://www.anerkennung-in-deutschland.de/html/en/index.php>)
- **User Guide to the Professional Recognition Directive**
(<https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/benutzerleitfaden-zur-berufsqualifikation.pdf>)

Notes on responsibility

- The Point of Single Contact Berlin is only responsible for matters related to business or professional activities in Berlin.
- The Point of Single Contact Berlin will also accept queries from third states. However, the competent bodies may reject an electronic application via the PSC.
- You can contact the Point of Single Contact Berlin in German or in English.
- Administrative proceedings are usually handled in German, but some online processes are also available in English.

Note:

If you would like to perform business or professional activities in another state of the Federal Republic of Germany or in another EU country, please refer to 'Further Information' for the Point of Single Contact in charge.