

Ordnungsamt Mitte - Arbeitsgruppe Gewerbe	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Changes in opening hours	2
Transportation links	2
Additional information	3
Payment options	3
Trade register extract - electronic information	4
Prerequisites	4
Documents required	5
Forms	5
Fees	5
Legal basis	5
Average time to process request	5
More information	5
Average time to process request	6
Notes on responsibility	6

Ordnungsamt Mitte - Arbeitsgruppe Gewerbe

Bezirksamt Mitte

Address

Karl-Marx-Allee 31
10178 Berlin

Contact

Telephone: (030) 9018-22010

Fax: (030) 9018-23781

Internet:

<https://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/ordnungsamt/gewerbe-gaststaetten-und-spielhallenangelegenheiten/>

E-mail: ordnungsamt-zab@ba-mitte.berlin.de

Barrier-free access



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

Opening hours

Changes in opening hours

Persönliche Vorsprache nur nach vorheriger Terminvereinbarung.

Transportation links

S-Bahn

0.8km [S+U Alexanderplatz Bhf](#)

S3, S5, S7, S75, S9

0.8km [S+U Jannowitzbrücke](#)

S3, S5, S7, S75, S9

1.4km [S Hackescher Markt](#)

S3, S5, S7, S75, S9

1.5km [S Ostbahnhof](#)

S3, S5, S7, S75, S9

U-Bahn

0.1km [U Schillingstr.](#)

U5

0.6km [S+U Alexanderplatz Bhf](#)

U2, U5, U8

0.7km [U Strausberger Platz](#)

U5

0.7km [S+U Jannowitzbrücke](#)

U8

0.8km [U Klosterstr.](#)

U2

Bus

0.2km [U Schillingstr.](#)

N5

0.3km [Büschingstr.](#)

M5

0.5km [Platz der Vereinten Nationen West](#)

142, 200

0.5km [Mollstr./Otto-Braun-Str.](#)

M5, 142, 200

0.5km [Alexanderstr.](#)

N60, N65, 300

Tram

0.4km [Büschingstr.](#)

M8, M5, M6

0.4km [Mollstr./Otto-Braun-Str.](#)

M5, M6, M4, M8, M1

0.6km [U Alexanderplatz \[Tram\]](#)

M4, M5, M6

0.7km [Platz der Vereinten Nationen](#)

M8, M5, M6

0.7km [S+U Alexanderplatz Bhf/Dircksenstr.](#)

M2

Train

1.4km [S Ostbahnhof](#)

RE1, RE7, TES

Additional information

Für Hinweise/Beschwerden zu Störungen im öffentlichen Raum nutzen Sie bitte [Ordnungsamt-Online](#)

Payment options

Barzahlung

Girocard (mit PIN)

Trade register extract - electronic eInformation

In Berlin, you can apply online for electronic information from the Berlin Trade Register about commercial enterprises registered in Berlin. An online service - the eInformation-commercial information - is available to you for this purpose. You can use two different types of information:

1. simple eInformation-commercial information:

In the **simple eInformation-commercial information** you will only receive the basic data (name, business address and commercial activity) of the Berlin tradespeople. You can search these basic data independently in the eInformation free of charge and without prior registration. (see "Online processing")

2. extended eInformation-commercial information:

Provided that you are *regularly* in the context of your activity:

- as a fee-paying recipient of information such as lawyers, credit agencies, insurance companies, etc. or
- as recipients of information exempt from charges, such as public authorities, public administrations, social insurance carriers, employment agencies, etc.)

If you need further information on further details (e.g. address of the apartment, name at birth, date of birth, ...) of the trader, you have to register once at the Ordnungsamt Mitte - Registrierungsstelle eAuskunft. In order to receive **extended eInformation-commercial information**, you must assert a legitimate interest in knowing this data.

The extended eInformation-commercial information is only intended for the above-mentioned group of recipients. Should you require an extended eInformation **only one-time or sporadically**, please apply for it in writing via the service "**Company register extract - written information**" (see "Further information").

Note

All offered data are daily updated. However, the Berlin public order offices can only provide the trade data that is also reported by the companies. If individual companies do not report their trade, their data can of course not be included in the eInformation-commercial information. No more information can be provided on companies that have been deregistered for more than one year.

Prerequisites

- **for simple eInformation commercial information**
No prerequisites necessary.
- **for regular extended eInformation commercial information**
 - Proof or declaration of authorisation for data retrieval
 - Registration application (one-off)
- **for one-off or sporadically extended commercial information**
No registration in eInformation-commercial information possible (see "More information")

Documents required

- **for simple information commercial information**
No documents required.
- **for regular extended information commercial information**
One-time application for registration (see "Forms")
- **for one-off or sporadic extended commercial information**
(see "More information")

Forms

- **Registration application**
(https://www.berlin.de/gewerbeauskunft/_assets/regantrag.pdf?ts=1612512566)

Fees

- none: for a simple information commercial report
- EUR 5.00 per enquiry: for an extended information commercial report
- none: for extended information (as an exempt information recipient)

Legal basis

- **Trade Regulations (GewO) § 14 sections 7, 8 and 12**
(https://www.gesetze-im-internet.de/gewo/_14.html)
- **Schedule of Administrative Charges Berlin (Verwaltungsgebührenordnung Berlin - VGebO)**
(<https://gesetze.berlin.de/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

Average time to process request

online immediately

More information

- **Information on eAuskunft (Senate Department for Economics)**
(<https://www.berlin.de/gewerbeauskunft/en/>)
- **Information on data protection (Ordnungsämter des Landes Berlin)**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr_105_merkblatt_dsgvo.pdf)
- **Terms of use of eAuskunft (Senate Department for Economics)**
(<https://www.berlin.de/gewerbeauskunft/registrierung/nutzungsbedingungen.pdf>)
- **Privacy Policy (Single Point of Contact Berlin)**
(<https://www.berlin.de/ea/en/privacy-statement/>)
- **Trade register extract - written information (service)**
(<https://service.berlin.de/dienstleistung/328542/en/>)

Average time to process request

<https://www.berlin.de/gewerbeauskunft/en/>

Notes on responsibility

The eAuskunft commercial information service is operated by the Senate Department for Economics. The trade data is provided by the 12 Berlin district public order offices.

Ordnungsamt Mitte

- For (one-off) registration and account set-up for extended eAuskunft commercial information