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# Ordnungsamt Neukölln - Zentrale Anlauf - und Beratungsstelle

Bezirksamt Neukölln

## Address

Juliusstraße 67  
12051 Berlin

## 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)

## Barrier-free access



Zugang für Rollstuhlfahrer am Haupteingang

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

## Opening hours

- Monday: Telefonische Beratung 09.00-15.00 Uhr  
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Tuesday: Telefonische Beratung 09.00-15.00 Uhr  
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Wednesday: Telefonische Beratung 09.00-15.00 Uhr  
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Thursday: Telefonische Beratung 12.00-18.00 Uhr  
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Friday: Telefonische Beratung 09.00-14.00 Uhr  
Persönliche Vorsprachen nur 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.

## Transportation links

### S-Bahn

Neukölln: S41, S42

### U-Bahn

Grenzallee: U7

### Bus

M171



# Security guard business - register security guards

If you want to employ guards in your security company or if you want to assign persons to manage the company or a branch office, you must register them **online only** via the guard register of the Federal Statistical Office (Destatis) prior to the start of employment.

If guards or persons with management activities leave the security company or if the data or tasks of these persons change, this must also be reported online via the guard register.

The obligation to report guards and persons entrusted with the management of the company or branch also applies to guarding companies that hire out these persons or assign them by way of temporary employment.

- Procedure flow

1. You must register your guarding company with the Federal Statistical Office (Destatis) in the guarding register.
2. After successful registration, you can log in with your user data.
3. The competent residence authority then checks the reliability and qualifications of the registered persons. You may only employ these persons with guarding tasks or management activities after official confirmation of their reliability.

## Prerequisites

- **Reliability of the security guard, the manager of the business, the head of the branch office**

Only persons who are reliable may be employed for security guard duties.

- **Expert knowledge**

(<https://www.ihk.de/berlin/pruefungen-lehrgaenge/informationen-zum-bewachtungsgewerbe/sachkundepruefung-nach-34-a-der-gewerbeordnung-2265212>)

- Proof of instruction of an IHK for conventional guarding activities
- Proof of expert knowledge examination of an IHK for special guarding activities or a comparable recognised professional qualification.
- Persons who are commissioned as company managers or with the management of branch offices require a certificate of competence.

## Documents required

- **Register security guards (register in the Security Guard Register)**  
only online processing possible
- **Certificate of instruction from the Chamber of Industry and Commerce (Industrie- und Handelskammer or IHK) for employees or other recognised certificates**  
(<https://service.berlin.de/dienstleistung/330171/>)

sufficient for standard security guarding activities

- **Proof of having passed the expert examination at the Chamber of Industry and Commerce (Industrie- und Handelskammer or IHK) or other recognised proofs**

(<https://service.berlin.de/dienstleistung/330153/en/>)

is only required for the following activities:

- patrols in public traffic areas or in areas of house rights with actual public traffic.
- Protection against shoplifters
- guarding in the entrance area of discotheques (bouncers)
- as far as in a leading function: guarding of accommodation for asylum seekers and refugees or guarding of access-protected large events

## Fees

EUR 50.00 to EUR 350.00 per registered security guard (framework fee)

## Legal basis

- **Trade Regulation (Gewerbeordnung or GewO) § 34a**  
([https://www.gesetze-im-internet.de/gewo/\\_34a.html](https://www.gesetze-im-internet.de/gewo/_34a.html))
- **Ordinance on the Security Guarding Business (Bewachungsverordnung or BewachV) § 16**  
([https://www.gesetze-im-internet.de/bewachv\\_2019/\\_16.html](https://www.gesetze-im-internet.de/bewachv_2019/_16.html))
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**  
(<https://gesetze.berlin.de/perma?d=jlr-VwGebOBE2009V12Anlage>)

## Average time to process request

4 weeks, provided that no further examination is required

## More information

- **Information on the guard register from the Federal Statistical Office (Statistisches Bundesamt or Destatis)**  
([https://www.bewacherregister.de/bwrweb/DE/Home/\\_inhalt.html](https://www.bewacherregister.de/bwrweb/DE/Home/_inhalt.html))
- **Instructions for commercial enterprises from the Federal Statistical Office (Statistisches Bundesamt or Destatis)**  
([https://www.bewacherregister.de/bwrweb/DE/Gewerbebetriebe/\\_inhalt.html](https://www.bewacherregister.de/bwrweb/DE/Gewerbebetriebe/_inhalt.html))
- **Information by the Berlin Chamber of Commerce and Industry (Industrie- und Handelskammer or IHK) regarding the security guarding business**  
(<https://www.ihk.de/berlin/service-und-beratung/existenzgruendung/informationsangebote/brancheninformation/bewachungsgewerbe-2279246>)
- **Security guarding business - register for the expert knowledge examination**  
(<https://service.berlin.de/dienstleistung/330153/en/>)
- **Security guarding business - register for proof of instruction**  
(<https://service.berlin.de/dienstleistung/330171/>)
- **Information about privacy**  
(<https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec>)

## Average time to process request

[https://www.bewacherregister.de/bwrweb/DE/Home/\\_inhalt.html](https://www.bewacherregister.de/bwrweb/DE/Home/_inhalt.html)

## Notes on responsibility

Security guards and persons who are entrusted as company managers or with the management of branch offices must be registered **only online** via the guard register of the Federal Statistical Office (Destatis).

- Public Order Office

The competent authority of residence then checks the reliability and qualifications of the registered persons. If the person is resident in Berlin, this is the public order office in whose district the person resides.