

Company Register - Replacement certificate / duplicate of commercial confirmations /

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Company Register - Replacement certificate / duplicate of commercial confirmations / Itinerant Trade Cards

You have lost / misplaced your:

- certificate of business registration, or
- certificate of business de-registration, or
- certificate of business re-registration, or
- permit / licence, or
- Itinerant Trade Card

and you require a duplicate / copy / replacement certificate?

You can apply for these documents with your competent Public Order Office.

Prerequisites

- **Registered business or Itinerant Trade Card for individuals with their usual place of residence in Berlin.**

Documents required

- **Application**

(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/winr-121_antrag_zweitschrift_ersatzbescheinigung_02-2019.pdf)

Informally in text form containing the following details:

- Name of the company or tradesperson
- Home and company address

Applications submitted orally will not be accepted. Please use the provided application template.

- **Identity document**

Identity card or other official identification document containing a photograph.

Residence permit, if the applicant is not an EU national.

Forms

- **Application for a duplicate / replacement certificate**

(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/winr-121_antrag_zweitschrift_ersatzbescheinigung_02-2019.pdf)

Fees

EUR 8.00 to 20.00, per page or part thereof

Legal basis

- **Trade Regulations (Gewerbeordnung or GewO) § 15 Abs. 1**
(https://www.gesetze-im-internet.de/gewo/__15.html)
- **Trade Regulations (Gewerbeordnung or GewO) § 55 Abs. 2**
(https://www.gesetze-im-internet.de/gewo/__55.html)
- **Trade Regulations (Gewerbeordnung or GewO) § 61**
(https://www.gesetze-im-internet.de/gewo/__61.html)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung or VGebO)**
(<https://gesetze.berlin.de/bsbe/document/jlr-VwGebOBE2009V11Anlage>)

Average time to process request

Approx. 1 week

Responsible authorities

- The application for a replacement certificate for commercial confirmations and permits must be submitted to the competent Public Order Office for the district in which your business premises are located.
- Please submit the application for a duplicate Itinerant Trade Card to the Public Order Office for the district in which you live.