

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

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.

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/winr-121_antrag_zweitschrift_ersatzbescheinigung_02-2019.pdf

- Personal 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/stehende-s-gewerbe/_assets/winr-121_antrag_zweitschrift_ersatzbescheinigung_02-2019.pdf

Fees

EUR 8.00 to 20.00, per page or part thereof

Legal basis

- § 15 section 1 Trade Regulations (GewO)
https://www.gesetze-im-internet.de/gewo/__15.html
- § 55 section 2 Trade Regulations (GewO)
https://www.gesetze-im-internet.de/gewo/__55.html
- § 61 Trade Regulations (GewO)
https://www.gesetze-im-internet.de/gewo/__61.html
- Schedule of Administrative Charges (Verwaltungsgebührenordnung (VGebO))
http://gesetze.berlin.de/jportal/portal/t/rb7/page/bsbeprod.psml/action/portlet.s.jw.MainAction?p1=a&eventSubmit_doNavigate=searchInSubtreeTOC&showdoccase=1&doc.hl=0&doc.id=jlr-GebBtrGBEV10P8&doc.part=S&doc.poskey=#focuspoint

Average time to process request

approx. 1 week

Responsible authority

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.

Information on this location

Ordnungsamt Friedrichshain-Kreuzberg Gewerbe

Address

Petersburger Straße 86 - 90
10247 Berlin

Barrier-free access

This facility is wheelchair accessible.
A wheelchair-accessible elevator is available.

Opening hours

Monday: 09:00-12:00 Uhr

Tuesday: 09:00-12:00 Uhr

Thursday: 14:00-17:00 Uhr

Changes in opening hours

Das Ordnungsamt weist ausdrücklich darauf hin, dass darüber hinaus telefonische Terminvereinbarungen auch zu anderen Zeiten getroffen werden können.

Public transportation

U-Bahn U 5: Frankfurter Tor

Tram Bersarinplatz

Contact

Telephone: (030) 90298 - 2246

Fax: (030) 90298 - 2445

E-mail: ordnungsamt@ba-fk.berlin.de

Payment methods

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

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