

Single Point of Contact	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Nahverkehr	2
Payment options	2
Translator - Request authorisation	3
Prerequisites	3
Documents required	3
Fees	4
Legal basis	4
Average time to process request	4
More information	4
Average time to process request	5

Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

Telephone: (030) 9013-7555
Fax: (030) 9028-5301
Internet: <http://www.berlin.de/ea/en/>
E-mail: ea@senweb.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

Monday: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided.

Translator - Request authorisation

If you want to translate official deeds or documents in Germany, especially for courts, notaries or authorities, and work as a translator, then you need a special professional qualification as a translator. And you need to be authorised as a translator by the competent court. The authorisation is a kind of public appointment, which is a special recognition of knowledge for this special translation activity in the field of the administration of justice.

As a translator, you translate exclusively in writing from German into another target language and vice versa. You thus overcome language barriers.

Procedure:

1. You apply for authorisation as a translator with the required documents. You can fill out the application completely online, upload the required documents and send them directly to the competent office electronically.
2. After receiving the minimum fee, the competent office will check whether you meet the requirements for the general authorisation to swear in based on the information and evidence you provide. You will receive information on the further procedure, such as documents that need to be submitted, and will be informed of the current processing status by e-mail.
3. After receipt of payment, you will receive a letter of invitation by post from the competent office with the date for the authorisation order, for which you must appear in person.
4. After the authorisation has been granted, you will be issued with a certificate (certified copy of the transcript) which officially authorises you as an authorised translator. The authorisation is granted for a limited period of five years. It can be extended for a further five years on application before expiry.
5. You will also be registered as an authorised translator in the interpreter and translator database (see "Further information"). There you and your language mediation services can be publicly found by potential clients. You can decide in your application which data should be published in the database of interpreters and translators.

Prerequisites

- **Residence or professional establishment in Berlin**
- **Professional competence**
Proof of a translator's examination taken in Germany by a state examination office or a university or a translator's examination abroad recognised as equivalent by a German state authority.
- **Personal suitability**
You must prove the required personal reliability for your activity.

Documents required

- **Application**
Authorisation is only granted upon request, please use the online processing for this.

- **Identity card**

Copy of identity card or passport with certificate of registration.

For applicants who are not nationals of an EU member state: Residence title entitling to permanent gainful employment.

- **Curriculum vitae**

Curriculum vitae in tabular form with passport photo

- **Testimonials**

Proof of a successful examination as a translator from a state examination office or a higher education institution in Germany or an examination passed abroad and recognised as equivalent

- **Certificate of good conduct for presentation to an authority**

(<https://service.berlin.de/dienstleistung/120926/>)

- To verify personal reliability, information from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).
- The information must not be older than six months.
- Please state "Ermächtigung als Übersetzer/in" as the purpose of use when applying. The receiving authority for the proof is the "Landgericht Berlin - Dienststelle Littenstraße". You can find the current addresses under "competent authorities".

Fees

EUR 40.00 minimum fee

EUR 120.00 to EUR 160.00 in total (depending on the number of languages)

Legal basis

- **Code of Civil Procedure (Zivilprozessordnung ZPO) § 142 para. 3**
(https://www.gesetze-im-internet.de/zpo/_142.html)
- **Berlin Justice Act (Justizgesetz Berlin JustG Bln) § 39 para. 2 p. 2 and ff. §§ of Chapter 7 for language mediators**
(<https://gesetze.berlin.de/bsbe/document/jlr-JustizGBEpG9>)
- **Language Mediator Responsibility Ordinance Berlin (Sprachmittlerinnen- und Sprachmittlerzuständigkeitsverordnung Berlin SpZV BE)**
(<https://gesetze.berlin.de/bsbe/document/jlr-SprachmittlerZustVBErahmen>)
- **Berlin Judicial Administration Costs Act (Justizverwaltungskostengesetz Berlin JVKostG Berlin) No. 4 of the Annex to section 1 p. 2**
(<https://gesetze.berlin.de/bsbe/document/jlr-JVKostGBEV14Anlage>)

Average time to process request

approx. 3 months

More information

- **Interpreter and translator database**
(<https://www.justiz-dolmetscher.de/Recherche/en/>)

Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Dolmetscher%20und%20c3%9cbersetzer/index>