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# Crafts - apply for a certificate of registration with the Chamber of Crafts

About the registration in:

1. the register of craftsmen,
2. the directory of crafts not requiring approval, and
3. the register of trades similar to crafts

the competent Chamber of Crafts shall issue a certificate.

## The certificate shall state:

- Name and address of the owner/business,
- date of registration,
- the craft or trade to be operated,
- the place of business,
- if several crafts subject to registration are practised: name of the persons who fulfil the requirements for registration (e.g. company manager).

The validity of a craft or trade card already issued is confirmed again with the certificate. You can use this certificate as proof for submission to other authorities (e.g. your health insurance fund or participation in public tenders).

## Prerequisites

- **Registration with the Chamber of Crafts**

## Documents required

- **Craft card/trade card**  
Copy of the valid crafts card or trade card with indication of the registration number (Betriebsnummer).

## Fees

none

## Legal basis

- **Crafts Code (Handwerksordnung or HwO) § 10**  
([https://www.gesetze-im-internet.de/hwo/\\_10.html](https://www.gesetze-im-internet.de/hwo/_10.html))
- **Crafts Code (Handwerksordnung or HwO) §§ 18-20**  
(<https://www.gesetze-im-internet.de/hwo/BJNR014110953.html#BJNR014110953BJNG000402377>)

## More information

- **Information on exercising handicrafts in Berlin**  
(<https://www.hwk-berlin.de/91,0,188.html>)

## **Average time to process request**

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/HandwerksrolleBeschneigungEintragung/index>

## **Notes on responsibility**

The certificate is available for businesses with their registered office or commercial branch in the Berlin Chamber of Crafts district from the Berlin Chamber of Crafts.