

<b>Handwerkskammer Berlin</b> .....	2
<b>Address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Changes in opening hours</b> .....	2
<b>Transportation links</b> .....	2
<b>Crafts - apply for a certificate of registration with the Chamber of Crafts</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Fees</b> .....	4
<b>Legal basis</b> .....	4
<b>More information</b> .....	4
<b>Average time to process request</b> .....	5
<b>Notes on responsibility</b> .....	5

# Handwerkskammer Berlin

Handwerkskammer Berlin

## Address

Blücherstr. 68  
10961 Berlin

## Contact

Telephone: (030) 259 03-01

Fax: (030) 259 03-235

Internet: <https://www.hwk-berlin.de/artikel/ihr-weg-zu-uns-91,68,170.html>

E-mail: [info@hwk-berlin.de](mailto:info@hwk-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: 8 bis 16 Uhr

Tuesday: 10 bis 18 Uhr

Wednesday: 8 bis 16 Uhr

Thursday: 8 bis 16 Uhr

Friday: 8 bis 14 Uhr

## Changes in opening hours

Wir stehen Ihnen bei allen Fragen und Anliegen zur Seite. Bitte prüfen Sie, ob ein persönlicher Besuch unbedingt notwendig ist, viele Leistungen lassen sich bequem online beantragen. Individuelle Terminabsprachen sind möglich, nehmen Sie bitte zunächst telefonischen Kontakt zu der entsprechenden Fachabteilung auf.

## Transportation links

### S-Bahn

1km [S Anhalter Bahnhof](#)

S2, S25, S26, S1

1.3km [S+U Yorckstr.](#)

S2, S25, S26

1.5km [S+U Yorckstr. \(Großgörschenstr.\)](#)

S1

### U-Bahn

0.2km [U Hallesches Tor](#)

U1, U3, U6

0.2km [U Mehringdamm](#)

U7, U6

0.5km [U Möckernbrücke](#)

U7, U1, U3

 **Bus**

0.1km [Obentrautstr./U Mehringdamm](#)

248, N42

0.2km [Mehringbrücke](#)

N1, 248, N6, N42

0.2km [U Hallesches Tor](#)

248, M41, N1, N42

 **Train**

1.7km [S+U Potsdamer Platz Bhf](#)

FEX, RB10, RE8, RE20, RE3, RE5, RE4, RE85

# 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/HandwerksrolleBeschleunigungEintragung/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.