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# Admission to the Bar - Applying for admission as a lawyer (In-house lawyer) with existing admission to the Bar

If a lawyer is already admitted to the bar, he/she may additionally apply for admission to the bar (In-house lawyer).

## Prerequisites

- **Successful completion of the second state law examination**  
The qualification to hold judicial office (certificate of the second state law examination or of passing the qualifying examination) must be available pursuant to § 46a in conjunction with § 4 BRAO.
- **Absence of a reason for refusal of admission**  
([https://www.gesetze-im-internet.de/brao/\\_7.html](https://www.gesetze-im-internet.de/brao/_7.html))  
There must be no grounds for refusal of admission pursuant to § 7 BRAO.
- **Job requirements**  
([https://www.gesetze-im-internet.de/brao/\\_46.html](https://www.gesetze-im-internet.de/brao/_46.html))  
The activity must comply with the requirements pursuant to § 46 ( 2) - (5) BRAO.

## Documents required

- **Application for admission to the bar (In-house lawyer) with existing admission to the bar in Berlin (with questionnaire and master form)**  
Submit the application with all attachments and a photograph. The attachments must be also completed and signed.
- **Proof of employment contract**  
An original of the employment contract signed by both parties or a publicly certified copy in accordance with § 46a BRAO, § 129 BGB must be submitted.
- **Proof of contractual independence**  
([https://www.gesetze-im-internet.de/brao/\\_46.html](https://www.gesetze-im-internet.de/brao/_46.html))  
A contractual agreement on the professional independence of the exercise of the profession pursuant to section 46 BRAO must be submitted, which is either included in the employment contract or concluded as a separate supplementary agreement to the employment contract. On the employer's side, this must be signed by the employer's legal or legally authorised representative.
- **Proof of the job description (master sheet)**  
(under "Forms")  
A job description must be submitted, signed by the employer's legal or legally authorised representative.
- **Proof of the employer's name and the object of the employer's company**  
Proof of the employer's name and the object of the employer's business (e.g. copy of excerpt from the commercial, association or cooperative register) must be submitted.

## Forms

- **Application for admission to the bar (In-house lawyer) with existing admission to the bar in Berlin (with questionnaire and master form)**  
([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/syndikusformulare/02\\_Formularantrag\\_Syndikus\\_w.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/syndikusformulare/02_Formularantrag_Syndikus_w.pdf))
- **Application for admission to the bar (In-house lawyer) with existing admission to the bar in Berlin (with questionnaire and master form)**  
([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/syndikusformulare/02\\_Formularantrag\\_Syndikus\\_m.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/syndikusformulare/02_Formularantrag_Syndikus_m.pdf))

## Fees

EUR 370.00

## Legal basis

- **Federal Lawyers' Act (BRAO)**  
(<https://www.gesetze-im-internet.de/brao/BJNR005650959.html>)
- **Fee schedule of the Berlin Bar Association**  
([https://www.rak-berlin.de/download/rak\\_berlin\\_pdfs/2022\\_03\\_02\\_GebOrdnung\\_RAK.pdf?m=1647858302&](https://www.rak-berlin.de/download/rak_berlin_pdfs/2022_03_02_GebOrdnung_RAK.pdf?m=1647858302&))

## Average time to process request

approx. 3 months

## More information

- **Leaflet for the application for admission to the bar (In-house lawyer) with existing admission to the bar in Berlin**  
([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/syndikusformulare/01\\_02\\_SY-Merkblatt.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/syndikusformulare/01_02_SY-Merkblatt.pdf))

## Notes on responsibility

The Berlin Bar Association is responsible for the application for admission to the bar (In-house lawyer) in the case of an existing admission to the bar.