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Apply for a Trade Licence Card

If you need proof in another country that you are doing business in the Federal Republic of Germany, you can have a Trade Licence Card issued. You need the Trade Licence Card, for example, if you work as a commercial agent abroad.

There is no guarantee that the Trade Licence Card will be recognised abroad.

Procedure:

1. You apply for the Trade Licence Card at the competent authority.
2. The authority will check your application and your personal reliability.
3. The card will be issued to you after payment of the administration fee.

Prerequisites

- **Registered trade**

You must have a trade in Berlin.

- **Personal reliability**

You have to be personally reliable and prove this with corresponding current evidence from the Federal Central Criminal Register and the Central Business Register.

Documents required

- **Application**

The application can be submitted in text form. In addition to personal details, information on the intended occupation and the destination country is also required.

- **Identity document**

Identity card or other official identification document with photo. Residence permit if the applicant is not a national of an EU country.

- **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 three months.

- **Excerpt from the central business register for presentation to an authority**

(<https://service.berlin.de/dienstleistung/327835/>)

To verify personal reliability, information from the central business register is required for submission to an authority (document type 9).

The information must not be older than three months.

- **If necessary, current excerpt from the commercial register**

Registered businesses please submit a current excerpt from the Commercial Register (Handelsregister).

Fees

EUR 20.00 per card

Legal basis

- **Trade Regulations (Gewerbeordnung or GewO) § 55 b Sec. 2 - Trade Licence Card**
(https://www.gesetze-im-internet.de/gewo/_55b.html)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung or VGebO)**
(<https://gesetze.berlin.de/perma?d=jlr-VwGebOBE2009V11Anlage>)

Average time to process request

Approx. 1 week

More information

- **Information about privacy**
(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/merkblatt-dsgv.pdf)

Responsible authority

The application for a Trade Licence Card must be submitted to the competent Public Order Office responsible for the business location.

Information on this location

Ordnungsamt

Address

Tempelhofer Damm 165
12099 Berlin

Contact

Telephone: (030) 90277-3460

Fax: (030) 90277-3464

Internet:

<https://www.berlin.de/ba-tempelhof-schoeneberg/politik-und-verwaltung/aemter/ordnungsamt/>

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

Barrier-free access

Barrierefreier Zugang über den hinteren Bereich des Rathauses oder über den Eingang des Bürgeramtes.



[Explanation of symbols](#)

Changes in opening hours

Öffnungszeiten der zentralen Anlauf- und Beratungsstelle:

Montag und Dienstag 10:00 Uhr bis 12:00 Uhr

Donnerstag 15:00 Uhr bis 17:30 Uhr

Öffnungszeiten des Fachbereichs Veterinär- und Lebensmittelaufsicht:

Amtstierärztliche Sprechzeiten nach telefonischer oder mailanfrage zu einer Terminvergabe

Öffnungszeiten des Gewerbebereichs:

Montag und Dienstag 09:00 Uhr bis 12:00 Uhr

Donnerstag 14:00 Uhr bis 18:00 Uhr

Letzte Wartenummernvergabe 15 Minuten vor Ende der Sprechzeit.

Payment options

At the location, payment can only be made with girocard (with PIN) (formerly EC card). (no cash payment)

Public transportation

S-Bahn

0.9km [S+U Tempelhof](#)
S42, S45, S46, S41

U-Bahn

0.3km [U Alt-Tempelhof](#)
U6

0.3km [U Kaiserin-Augusta-Str.](#)
U6

0.8km [S+U Tempelhof](#)
U6

1km [U Ullsteinstr.](#)
U6

1.7km [U Paradedstr.](#)
U6

1.8km [U Westphalweg](#)
U6

Bus

0.1km [Rathaus Tempelhof](#)
184, N6

0.2km [U Kaiserin-Augusta-Str.](#)
184, N6

0.3km [U Alt-Tempelhof](#)
246, M46, N7X, N84, 140, 184, N6

0.6km [Berlinickeplatz](#)
246, N84, 140, M46, N7X

0.7km [Albrechtstr./Manteuffelstr.](#)
184, 246, N84

0.7km [U Tempelhof/Ringbahnstr.](#)
140, 184, N6, N84

0.7km [Wenckebachstr.](#)
170

0.7km [Berlin, Colditzstr.](#)
170

0.7km [U Ullsteinstr./Ordensmeisterstr.](#)
N6, 170

0.8km [Felixstr.](#)
246, M46, N7X

Train

2km [S Südkreuz Bhf](#)
RE4, RE8, FEX, RB10, RB14, RE3, RE5