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# Ordnungsamt Treptow-Köpenick / Gewerbeangelegenheiten

Bezirksamt Treptow-Köpenick

## Address

Salvador-Allende-Str. 80 A  
12559 Berlin

## Contact

Telephone: (030) 90297-4629  
Fax: (030) 90297-664621  
E-mail: [ordnungsamt@ba-tk.berlin.de](mailto:ordnungsamt@ba-tk.berlin.de)

## Barrier-free access



Zugang für Rollstuhlfahrer hinter dem Haus

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 09:00-15:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Tuesday: 09:00-15:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Wednesday: keine Sprechzeit  
Thursday: 10:00-18:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Friday: 09:00-14:00 (nur nach vorheriger Terminvereinbarung)

## Changes in opening hours

Für eine persönliche Vorsprache im Ordnungsamt ist unbedingt eine telefonische Terminvereinbarung nötig!

Weitere Informationen finden Sie unter:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/ordnungsamt/artikel.86065.php>

## Transportation links

### Bus

- 0.2km [Salvador-Allende-Brücke](#)  
269, N65, 169, N64
- 0.3km [Neuer Weg](#)  
N65, 169, 269, N64
- 0.4km [Berlin, Hirschgartendreieck](#)  
S3, N65
- 0.4km [S.-Allende-Str./Wendenschloßstr.](#)

165, 269, N65, X69, 169

0.5km [Bellevuestr.](#)

N65

 **Tram**

0.4km [Berlin, Hirschgartendreieck](#)

60, 61

0.5km [Bellevuestr.](#)

60, 61

## Payment options

Girocard (mit PIN)

# 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, an extract 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

40.00 to 500.00 euros per expense

## Legal basis

- **Trade Regulations (Gewerbeordnung or GewO) § 55 b Sec. 2 - Trade Licence Card**  
([https://www.gesetze-im-internet.de/gewo/\\_55b.html](https://www.gesetze-im-internet.de/gewo/_55b.html))
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung or VGebO)**  
(<https://gesetze.berlin.de/bsbe/document/jlr-VwGebOBE2009rahmen>)

## 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](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/merkblatt-dsgv.pdf))

## Notes on responsibility

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