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# Fahrerlaubnisbehörde - Gewerbeangelegenheiten

Landesamt für Bürger- und Ordnungsangelegenheiten (LABO)

## Address

Puttkamerstr. 16 - 18  
10958 Berlin

## Contact

Telephone: (030) 115

Informationen zum 115 Service-Center: <https://www.berlin.de/115/>

Fax: (030) 9028-3451

E-mail: [Post.Fahrerlaubnis@labo.berlin.de](mailto:Post.Fahrerlaubnis@labo.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: 08:00 - 14:00 Uhr - **Nur für Terminkunden**

Tuesday: 08:00 - 14:00 Uhr - **Nur für Terminkunden**

Wednesday: 08:00 - 14:00 Uhr - **Nur für Terminkunden**

Thursday: 08:00 - 14:00 Uhr - **Nur für Terminkunden**

Friday: 08:00 - 12:00 Uhr - **Nur für Terminkunden**

## Transportation links

### U-Bahn

U6 Kochstr.

### Bus

M 29

## Additional information

[Hinweise zur elektronischen Zugangseröffnung](#)

## Payment options

Barzahlung

Girocard

# Applying for recognition of foreign professional qualifications as a driving instructor

The profession of driving instructor is regulated in Germany. This means that you need a driving instructor licence to work in this profession. Only with this licence are you allowed to train people to drive vehicles.

You can also obtain a driving instructor licence with a professional qualification from another country. To do this, you must have your foreign professional qualification recognised. It is irrelevant what nationality you have or in which country you obtained your professional qualification. You can also submit the application from abroad.

In the recognition procedure, the competent authority compares your professional qualification from abroad with the German professional qualification and checks the equivalence. The equivalence of the professional qualification is an important prerequisite for the issue of a driving instructor licence, but you must also fulfil other requirements.

## **Aptitude test and/or adaptation training course**

If your professional qualification is not equivalent, you can take part in an aptitude test and/or an adaptation course to compensate the differences.

- **Aptitude test:** The aptitude test only examines the differences identified by the competent authority. The aptitude test consists of a written and oral examination. You must also take part in theoretical and practical driving lessons.
- **Adaptation training course:**\* The adaptation training course is a practical post-qualification programme and lasts a maximum of 3 years. During the adaptation period, you must complete written exercises and give theoretical and practical lessons.

## **Procedure**

1. You submit an application to the competent authority. For professional qualifications from the EU/EEA/Switzerland, you can also submit the application and documents electronically via the Single Point of Contact.
2. The competent authority will check whether you fulfil all the requirements and examine the equivalence of the professional qualification.
3. If your professional qualification is equivalent, it will be recognised. You must still fulfil the other requirements and provide proof of your language skills. After paying the administrative fee, you will then receive your driving instructor licence.
4. If your professional qualification is not equivalent, it will not be recognised. You will receive written notification of the differences in your professional qualification. You will be offered the opportunity to take part in an aptitude test and/or an adaptation training course to compensate for the differences.

5. You can take legal proceedings against the decision of the competent authority. The decision will then be reviewed. Details can be found in the information on legal remedies at the end of your decision. We recommend that you first speak to the competent authority before taking legal proceedings against the decision.

## Prerequisites

- **Foreign professional qualification**  
You have a professional qualification as a driving instructor from a foreign country.
- **Minimum age requirement**  
You are at least 21 years old.
- **Professional suitability**  
They are professionally and pedagogically suitable.
- **Health suitability**  
You are mentally and physically suitable.
- **Personal reliability**  
You have not violated the requirements for driving instructors.
- **Driving licence**  
You have a valid driving licence for the vehicle category for which the driving instructor licence is to be issued.
- **Language skills**  
You have the necessary German language skills to teach learner drivers.
- **Documents in German or German translation**  
All relevant documents that are not available in German must be submitted with a German translation. The translations must be made by translators who are publicly appointed or authorised.

## Documents required

- **Application for equivalence assessment**  
Online possible; or informal application in text form  
you may receive separate forms from the competent authority
- **Identity document**  
Identity card or other official identification document with photograph .  
Residence permit if the applicant is not a national of an EU country.
- **Curriculum vitae**  
A current curriculum vitae in the form of a table and in German (list of your training courses and professional experience)
- **Foreign professional training certificates**  
Officially certified copy of your proof of qualification as a driving instructor
- **Documentation of the training and examination**  
In order to determine the equivalence of professional training as a driving instructor in your country, precise documentation of the entire training (content of the training, duration of the training, form of training) and the examinations passed is required.
- **If applicable, proof of relevant professional experience and other qualifications**  
e.g. certificates from employers, professional training, courses and other seminars
- **If applicable, certificate from the country of origin**

If you work as a driving instructor in your home country and it is not regulated: A certificate stating that you have worked as a driving instructor for at least 2 years in the last 10 years.

- **Medical certificate of health suitability**

Proof of your mental and physical health from the state of your professional qualification. The certificate must prove that you are suitable to work as a driving instructor. (The proof should be a maximum of 3 months old at the time of application).

- **Proof of good reputation**

Proof of your personal reliability. This proof must be from an authority in the country of your professional qualification. This can be an extract from the criminal record or a Certificate of Good Standing. (The proof should be a maximum of 3 months old at the time of application).

- **Driving licence**

Valid driving licence for the relevant vehicle categories in which you wish to train.

## Fees

EUR 40.90 per issue

Additional costs for translations and notarisations, if applicable

## Legal basis

- **Driving Instructors Act (FahrIG) § 3 - Requirements for issuing a driving instructor licence to holders of a certificate of competence from another country**

([https://www.gesetze-im-internet.de/fahrlg\\_2018/\\_3.html](https://www.gesetze-im-internet.de/fahrlg_2018/_3.html))

- **Implementing Ordinance to the Driving Instructors Act § 1 - Language test; adaptation training course and aptitude test**

([https://www.gesetze-im-internet.de/fahrlg2018dv/\\_1.html](https://www.gesetze-im-internet.de/fahrlg2018dv/_1.html))

- **Annex to the Ordinance on Charges for Road Traffic Measures (GebOSt) No. 302.2**

([https://www.gesetze-im-internet.de/stgebo\\_2011/anlage.html](https://www.gesetze-im-internet.de/stgebo_2011/anlage.html))

## Average time to process request

approx. 1-3 months

## More information

- **Information on the recognition of foreign professional qualifications ("Recognition in Germany")**

(<https://www.anerkennung-in-deutschland.de/html/de/index.php>)

- **Information on the recognition of foreign professional qualifications (BQ-Portal)**

(<https://www.bq-portal.de/>)

- **Financial assistance in the recognition procedure ("Recognition in Germany")**

(<https://www.anerkennung-in-deutschland.de/html/de/finanzielle-foerderung.php>)

- **Publicly appointed translators in Germany (Justice Portal)**

(<https://www.justiz-dolmetscher.de/Recherche/>)

- **Information on the Point of Single Contact Berlin**

(<https://www.berlin.de/ea/en/>)

## **Average time to process request**

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/Berlin/Berufsanerkennung/index?AnliegenID=330794&s=1&g=1&z=1>

## **Notes on responsibility**

The application for recognition of a foreign professional qualification as a driving instructor must be submitted to the State Office for Citizens and Regulatory Affairs (Landesamt für Bürger und Ordnungsangelegenheiten (LABO)).