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Weapons legislation – Applying for replacement copies of documents

You must apply for a replacement document if a licensing document according to weapons legislation was lost or has become unusable (also known as a “replacement copy”). This rule applies, for example, for arms possession cards, alarm gun licences and hunting licences.

No replacement copy is issued for:

- invalid permits,
- an arms possession card, if all entered weapons were lost or transferred,
- a firearms licence or alarm gun licence, if you are no longer interested in having a weapon.

If you find any lost documents again, these must be returned to the authority without delay, if you have received a replacement copy.

Reporting the loss of weapons, ammunition or documents

- The loss of a document in accordance with weapons legislation must be reported to the weapons authority immediately upon detection of such loss (see “More information”).
- The authority must be informed about any documents that have become unusable. Such documents must be returned to the authority.

Prerequisites

- **You were granted an arms or hunting licence.**
- **The valid licensing document was lost or has become unusable.**
The authority must be informed about any documents that have become unusable. Such documents must be returned to the authority.
- **The loss was reported to the weapons authority.**
(<https://service.berlin.de/dienstleistung/330605/>)
The loss of a document in accordance with weapons legislation must be reported to the weapons authority immediately upon detection of such loss.

Documents required

- **Application for replacements of documents according to weapons/hunting legislation**
Available online; or you may submit a request, for which no particular formal requirements apply
 - Online processing: please keep all required documents and certificates ready for upload in PDF, JPG, JPEG, PNG or DOCX format. The files should be named as follows: `firstname_surname_description.pdf`
 - As an alternative, you may submit the application by postal mail or e-mail: please post or email a request (no particular formal requirements apply) and all certificates, personal documents and details of the licensing document that is to be replaced to the weapons authority of the Berlin police.

The application can only be sent or processed if all information and certificates are submitted.

- **Identity card or passport**

As a photocopy or photograph

- **Any documents that are no longer usable**

Such documents must be returned to the authority.

- You must mail any documents that are no longer usable to the weapons authority or hand them over in person.

Fees

We would like to point out that when using the electronic payment procedure SEPA direct debit through a later return debit (e.g. not covered account or actively interpreted), further fees can be created by your bank. These fees can be invoiced. If you know the circumstances that could lead to a return debit, we recommend that you use a different payment procedure instead.

- EUR 32.00: issuance of a replacement document according to weapons legislation
- EUR 15.00: issuance of a replacement hunting licence

Legal basis

- **Weapons Act (WaffG)**
(https://www.gesetze-im-internet.de/waffg_2002/)
- **German Game Law (BjagdG)**
(<https://www.gesetze-im-internet.de/bjagd/>)
- **Schedule of fees related to weapons (WaffGebO) p. 1085 et seq.**
(https://www.berlin.de/sen/justiz/service/gesetze-und-verordnungen/2021/ausgabe_nr_70_vom_24.9.2021_s_1017-1092.pdf)
- **Schedule of fees related to environmental protection (UGebO)**
(https://gesetze.berlin.de/perma?j=UmwGebV_BE)

Average time to process request

The weapons authority will contact you without being prompted to do so.

More information

- **Information about weapons legislation - Information sheet for parents and teachers**
(https://www.berlin.de/polizei/_assets/service/flyer_informationen_zu_waffenrecht_online_leseversion.pdf)
- **Weapons authority of the Berlin police**
(<https://www.berlin.de/polizei/service/waffenbehoerde/>)
- **Weapons legislation - Reporting the loss of weapons, ammunition or documents**
(<https://service.berlin.de/dienstleistung/330605>)

Average time to process request

<https://liste-antraege.bda.service.berlin.de/intelliform/forms/default/bda/WaffB-Ersatztausfertigung/index>