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# Ordnungsamt - Gewerbeangelegenheiten

## Fröbelstraße Haus 6

Bezirksamt Pankow

### Address

Fröbelstraße 17  
10405 Berlin

### Contact

Telephone: (030) 90295-6241

Fax: (030) 90295-5063

Internet:

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

E-mail: [ordnungsamt@ba-pankow.berlin.de](mailto:ordnungsamt@ba-pankow.berlin.de)

### Barrier-free access



Zugang für Rollstuhlfahrer links neben dem Haupteingang Gebäude 6

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

### Opening hours

### Information for customers with an appointment

Die Sprechzeiten sind nur für Kunden mit einem Termin, oder nach vorheriger telefonischer Absprache.

### Transportation links

#### S-Bahn

Prenzlauer Allee : S 41, S 42, S 8, S 85

#### Tram

Fröbelstr. : M 2

### Additional information

Wir bitten Sie, vorzugsweise die Möglichkeit der elektronischen Kommunikation (E-Mail, Telefon, AMS) zu nutzen und stehen Ihnen auf diesen Kommunikationswegen weiterhin sehr gerne zur Verfügung.

### Payment options

Girocard (mit PIN)

# Itinerant trade - extend itinerant trade card

If you offer for sale or sell goods commercially outside a commercial establishment or without having a commercial establishment without a prior order:

- offer goods for sale; or
- seek out (distribute) or purchase orders,
- offer services, or
- solicit orders for services,

then you are carrying on a travelling trade and need a permit for this, the itinerant trade card (see "More information").

If you change or expand the activities listed on your itinerant trade card, you can submit an application to the competent authority.

## Prerequisites

- **Personal reliability**  
They must have the required reliability. Reliability is checked on the basis of various proofs.
- **Itinerant Trade Card**  
(<https://service.berlin.de/dienstleistung/121916/en/>)  
You must already be in possession of a valid itinerant trade card.

## Documents required

- **Application for amendment or extension of the itinerant trade card**  
Stellen Sie den Antrag online oder Sie stellen einen formlosen, schriftlichen Antrag beim zuständigen Ordnungsamt oder nutzen Sie das Antragsformular.
- **Identity documents**  
Identity card or other official identification document with photo (not required for electronic application). Residence permit if the applicant is not a national of an EU country.
- **Itinerant Trade Card**  
(<https://service.berlin.de/dienstleistung/121916/en/>)  
Permission to operate an itinerant trade
- **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 extract from the commercial register**  
([https://www.handelsregister.de/rp\\_web/welcome.xhtml](https://www.handelsregister.de/rp_web/welcome.xhtml))  
Registered companies please submit a current excerpt from the commercial register.

Legal entities in the process of formation (GmbH, AG, UG) submit the notarised partnership agreement or articles of association as well as the declaration(s) of consent of all shareholders.

- **If applicable, certificate of instruction in accordance with the Infection Protection Act**

(<https://service.berlin.de/dienstleistung/324295/>)

only required for the manufacture, treatment or placing on the market of foodstuffs within the meaning of §§ 42, 43 of the Infection Protection Act.

- **Professional liability insurance, if applicable**

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

Only required for showmen or activities in the travelling trade that are subject to insurance according to the showmen's type. Confirmation from an insurance company of the existence of professional liability insurance.

The confirmation must not be older than three months.

## Forms

- **Application for extension of a Itinerant trade card**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/mdb-f122697-wi300\\_rgk\\_antrag\\_03\\_2014.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/mdb-f122697-wi300_rgk_antrag_03_2014.pdf))

- **Declaration(s) of consent of all shareholders**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/winr-114\\_anzeige\\_gewerbe\\_zustimmungserklaerung\\_gesellschafter.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/winr-114_anzeige_gewerbe_zustimmungserklaerung_gesellschafter.pdf))

## Fees

EUR 20.00 - 500.00 per effort

## Legal basis

- **Trade, Commerce and Industry Regulation Act (Gewerbeordnung - GewO) § 55 para. 3**

([https://www.gesetze-im-internet.de/gewo/\\_55.html](https://www.gesetze-im-internet.de/gewo/_55.html))

- **Showmen's Liability Regulation (Schaustellerhaftpflichtverordnung - SchauHV)**

(<https://www.gesetze-im-internet.de/schauhv/>)

- **Infection Protection Act (Infektionsschutzgesetz - IfSG) § 42**

([https://www.gesetze-im-internet.de/ifsg/\\_42.html](https://www.gesetze-im-internet.de/ifsg/_42.html))

- **Infection Protection Act (Infektionsschutzgesetz - IfSG) § 43**

([https://www.gesetze-im-internet.de/ifsg/\\_43.html](https://www.gesetze-im-internet.de/ifsg/_43.html))

- **Berlin Code of Administrative Charges (Verwaltungsgebührenordnung - VGebO)**

(<https://gesetze.berlin.de/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

## Average time to process request

About 2 weeks

## More information

- **Informationen to itinerant trade card (IHK Berlin)**  
([https://www.ihk.de/berlin/Service-und-Beratung/recht\\_und\\_steuern/gewerber echt/reisegewerbekarte/4321806](https://www.ihk.de/berlin/Service-und-Beratung/recht_und_steuern/gewerber echt/reisegewerbekarte/4321806))
- **Informationen to Infection Protection Act (IHK Berlin)**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerber echt/ifsg-2253518>)
- **Note on data protection (public order offices of the state of Berlin)**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/\\_assets/winr\\_105\\_merkblatt\\_dsgvo.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/_assets/winr_105_merkblatt_dsgvo.pdf))

## Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Reisegewerbekarte/index?AnliegenID=350372>

## Notes on responsibility

The application for the extension of a itinerant trade card, a duplicate or a certified copy for employees must be submitted to the public order office responsible for the applicant's place of residence.