

99150056037000

Notary clerk, having the equivalence of foreign professional qualifications established

Heruntergeladen am 16.06.2025

<https://fimportal.de/xzufi-services/6004413/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99150056037000
Leistungsbezeichnung I	Notary clerk, having the equivalence of foreign professional qualifications established
Leistungsbezeichnung II	Notary clerk, having the equivalence of foreign professional qualifications established
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	

Modul	Sachverhalt
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • [Richtlinie 2005/36/EG über die Anerkennung von Berufsqualifikationen](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2005:255:0022:0142:DE:PDF) • § 4 [Berufsqualifikationsfeststellungsgesetz (BQFG)](http://www.gesetze-im-internet.de/bqfg/) – Feststellung der Gleichwertigkeit
Teaser	If you have acquired a professional qualification abroad that is equivalent to the German qualification as a notary's assistant, you can apply for a declaration of equivalence in order to work in the profession of notary's assistant.
Volltext	If you have acquired a professional qualification abroad that is equivalent to the German qualification as a notary's assistant, you can apply for a declaration of equivalence in order to work in the profession of notary's assistant.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Proof of identity (copy of identity card or passport) • Curriculum vitae in German (tabular list of completed training and further education programmes and previous employment) • Notarised copy of proof of the training qualification obtained abroad • Notarised copy of work certificates and/or work books as proof of practical work experience • Notarised copy of other evidence of professional qualifications (further training and qualifications) • Proof of intention to work (e.g. application for an entry visa for gainful employment, proof of contact with an employer) - only required for persons who are not citizens of the EU/EEA/Switzerland or who live outside the EU/EEA/Switzerland.

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****Important:**** If you submit your application exclusively electronically, you will require notarisation of all documents in electronic form (§ 39a Beurkundungsgesetz - BeurkG). The documents must be accompanied by a notarised translation in German.

Voraussetzungen

Requirements according to § 3 paragraph 2 of the Professional Qualifications Assessment Act (BQFG):

- the evidence of formal qualifications acquired abroad demonstrates the ability to perform comparable professional activities to the corresponding domestic evidence of formal qualifications
- there are no significant differences between the proven professional qualifications and the corresponding domestic vocational education and training
- • Duration of training in Germany: 3 years
- Training content in Germany: client and party support; office and work organisation, accounting and accounting control, legal knowledge in real estate law, family and inheritance law, commercial and corporate law, notarial professional and procedural law as well as cost law

Kosten

Procedural costs: none

Verfahrensablauf

You can submit the application

- in writing using the application form of the Ländernotarkasse
- or use the Amt24 online service.

Submit the completed application form with all the necessary documents to the Ländernotarkasse.

Online application

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- Set up a service account in Amt24 for identification and authentication and use it to log in to the service portal. Have the required documents ready.
- Follow the link to the online application and complete the data fields according to the instructions. You can save the information at any time and complete it at a later date.
- Once all the data fields have been filled in and the documents listed have been compiled, complete the application and the data will be sent to the responsible office.
- You will find the application confirmation in the inbox of your service account. You will receive a notification of incoming messages to your personal e-mail address.

Application processing

- The Ländernotarkasse will check whether the professional qualification is equivalent.
- If the equivalence is given, you will receive a notification from the Landesotarkasse.

Bearbeitungsdauer	Examination procedure: up to three months after submission of the required documents and data
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Frist	none
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weiterführende Informationen
Hinweise

Rechtsbehelf	Objection (details in the notification)
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Kurztext
Ansprechpunkt
Zuständige Stelle
Formulare
Ursprungsportal