

99108057133000, 99108057133000

Renew workshop card

Heruntergeladen am 12.06.2025

<https://fimportal.de/xzufi-services/253829383/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99108057133000, 99108057133000
Leistungsbezeichnung I	Renew workshop card
Leistungsbezeichnung II	Renew workshop card
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Erneuerung (133)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Fahrerlaubnis und Sachkenntnisse (2110100)
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	06.02.2023
Fachlich freigegeben durch	Ministry of Labour, Social Affairs, Transformation and Digitalization Rhineland-Palatinate
Handlungsgrundlage	https://www.gesetze-im-internet.de/fpersv/_4.html https://www.gesetze-im-internet.de/fpersv/_7.html https://www.gesetze-im-internet.de/stvzo_2012/_57b.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820 https://www.gesetze-im-internet.de/fpersv/_4.html https://www.gesetze-im-internet.de/fpersv/_7.html https://www.gesetze-im-internet.de/stvzo_2012/_57b.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820
Teaser	If your workshop card is about to expire, you can apply for a new card from the relevant office.
Volltext	<p>The workshop card is a tachograph card for</p> <ul style="list-style-type: none"> • approved manufacturers of tachographs, • vehicle manufacturers, • workshops and • their specialists such as fitters and technicians. <p>Your responsible specialists use the workshop card to install, check and calibrate digital tachographs and to download their data.</p> <p>It is valid for one year. If you wish to renew your workshop card, you must apply to the competent authority as an entrepreneur or as an authorized representative. To do this, you must submit a current certificate of approval or authorization of the workshop for testing tachographs. This must not be older than 3 years.</p> <p>Whenever you apply to renew a workshop card, you as a company must provide proof that the appointed specialist is still employed by you and has been trained</p>

Modul

Sachverhalt

in accordance with the tachograph card and recording equipment training guidelines. The training certificate must not be older than 3 years.

The workshop card is PIN-protected. The personal PIN number is sent to the skilled worker's home address. Skilled workers may only have one workshop card per employment relationship and may only use it there. The workshop card is the property of the company.

Erforderliche Unterlagen

- Application for renewal of a workshop card
 - documentary evidence of the name, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer
 - Proof of identity of the entrepreneur or the person or persons authorized to represent them by law, articles of association or partnership agreement
 - Proof of identity and notification of the native language of the specialist for whom the workshop card is requested
 - Proof of training of the responsible specialist in accordance with the tachograph recording equipment training guidelines
 - not older than 3 years
 - Proof of employment of the responsible specialist
 - Proof of recognition or commissioning of the workshop (in accordance with Section 57b of the Road Traffic Licensing Regulations)
 - not older than 3 years
 - Your previous workshop card

Voraussetzungen

- Your company is
 - an officially recognized manufacturer of tachographs,
 - a vehicle workshop commissioned by the manufacturer or
 - an approved and recognized vehicle workshop.
- The following are eligible to apply
 - You as the entrepreneur or an authorized representative
 - authorized representative or authorized person of the company.

Kosten

Verfahrensablauf

Modul	Sachverhalt
Bearbeitungsdauer	15 working days
Frist	1 Jahr(e) The (renewed) workshop card is valid for one year.
weiterführende Informationen	
Hinweise	There are no indications or special features.
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Workshop card renewal • Apply for the renewal of a workshop card • You can submit an application <ul style="list-style-type: none"> • Entrepreneurs or • authorized representatives or authorized persons • Workshop card is a tachograph card for <ul style="list-style-type: none"> • authorized manufacturers of tachographs, • vehicle manufacturers, • workshops and • their responsible specialists (fitters) • Workshop card is used by specialists to install, check and calibrate digital tachographs and to download their data <ul style="list-style-type: none"> • Validity: 1 year • Required documents, among others: <ul style="list-style-type: none"> • Name, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer • Proof of identity of the entrepreneur or the person or persons authorized to represent them by law, articles of association or partnership agreement • Proof of identity and notification of the native language of the specialist for whom the workshop card is requested • Proof of training of the specialist in accordance with the tachograph and recording equipment training guidelines <ul style="list-style-type: none"> • not older than 3 years • Written proof that the responsible specialist continues to work in the company or workshop • Proof of recognition or commissioning of the workshop (in accordance with Section 57b of the Road Traffic Licensing Regulations)

Modul	Sachverhalt
	<ul style="list-style-type: none"> • not older than 3 years • Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others
Ansprechpunkt	When applying for a workshop card, please contact the driving license authority of the district administration responsible for the company's place of business, the municipal administration of the large cities belonging to the district and the municipal administration of the cities not belonging to the district. The Mainz-Bingen district administration is responsible for the area of the towns of Bingen and Ingelheim am Rhein.
Zuständige Stelle	District administrations or city administrations of the independent and large district cities
Formulare	https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&v=2 https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&v=2
Ursprungsportal	Renew workshop card, Werkstattkarte erneuern