

99108057001000, 99108057001000

# Apply for a workshop card for the first time

Heruntergeladen am 12.06.2025

<https://fimportal.de/xzufi-services/8968985/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99108057001000, 99108057001000
Leistungsbezeichnung I	Apply for a workshop card for the first time
Leistungsbezeichnung II	Apply for a workshop card for the first time
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Fahrerlaubnis und Sachkenntnisse (2110100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	06.02.2023
Fachlich freigegeben durch	Ministry of Labour, Social Affairs, Transformation and Digitalization Rhineland-Palatinate
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/fpersv/_4.html">https://www.gesetze-im-internet.de/fpersv/_4.html</a> <a href="https://www.gesetze-im-internet.de/fpersv/_7.html">https://www.gesetze-im-internet.de/fpersv/_7.html</a> <a href="https://www.gesetze-im-internet.de/stvzo_2012/_57b.html">https://www.gesetze-im-internet.de/stvzo_2012/_57b.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820">https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820</a> <a href="https://www.gesetze-im-internet.de/fpersv/_4.html">https://www.gesetze-im-internet.de/fpersv/_4.html</a> <a href="https://www.gesetze-im-internet.de/fpersv/_7.html">https://www.gesetze-im-internet.de/fpersv/_7.html</a> <a href="https://www.gesetze-im-internet.de/stvzo_2012/_57b.html">https://www.gesetze-im-internet.de/stvzo_2012/_57b.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820">https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820</a>
Teaser	Does your company install or calibrate tachographs? Then you need a workshop card, which you can apply for from the relevant authority.
Volltext	<p>The workshop card is a tachograph card for</p> <ul style="list-style-type: none"> <li>• approved manufacturers of tachographs,</li> <li>• vehicle manufacturers,</li> <li>• workshops and</li> <li>• their responsible specialists such as fitters or technicians.</li> </ul> <p>As an entrepreneur or as an authorized representative or authorized person, you can apply for this from the responsible office.</p> <p>Your responsible specialists use the workshop card to install, check and calibrate digital tachographs and to download their data.</p> <p>The workshop card is PIN-protected. The personal PIN number is sent to the responsible specialist at their</p>

## Modul

## Sachverhalt

home address. Specialists may only have one workshop card per employment relationship and may only use it there. The workshop card is the property of the company.

The workshop card is valid for 1 year from the date of personalization by the Federal Motor Transport Authority (KBA). You can apply to renew your card at the earliest 1 month before the card expires.

You must immediately report the theft or loss of the workshop card to the competent authority that issued the workshop card.

## Erforderliche Unterlagen

- Application for the issue 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

## 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 or authorized person of the company.

Modul	Sachverhalt
Kosten	
Verfahrensablauf	
Bearbeitungsdauer	
Frist	1 Jahr(e) If you are applying for a workshop card for the first time, you do not have to adhere to a deadline.
weiterführende Informationen	<a href="https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&amp;v=2">https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&amp;v=2</a> <a href="https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&amp;v=2">https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&amp;v=2</a>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card issue</li> <li>• Apply for a workshop card for the first time</li> <li>• Can submit an application               <ul style="list-style-type: none"> <li>• entrepreneurs or</li> <li>• authorized representatives or authorized persons</li> </ul> </li> <li>• Workshop card is a tachograph card for               <ul style="list-style-type: none"> <li>• authorized manufacturers of tachographs,</li> <li>• vehicle manufacturers,</li> <li>• workshops and</li> <li>• their responsible specialists (fitters)</li> </ul> </li> <li>• Workshop cards are used by specialists to install, check and calibrate digital tachographs and to download their data               <ul style="list-style-type: none"> <li>• Workshop card is PIN-protected</li> <li>• Personal PIN number is sent to the specialist's home address</li> <li>• Specialists may only have one workshop card per employment relationship and only use it there</li> <li>• Workshop card is valid for 1 year</li> <li>• Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others</li> </ul> </li> </ul>
Ansprechpunkt	When applying for a workshop card, please contact the driving license authority of the district administration

Modul	Sachverhalt
	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	
Ursprungsportal	Apply for a workshop card for the first time, Werkstattkarte erstmalig beantragen