

99108057036001, 99108057036001

# Replace workshop card due to theft

Heruntergeladen am 12.06.2025

<https://fimportal.de/xzufi-services/13382673/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99108057036001, 99108057036001
Leistungsbezeichnung I	Replace workshop card due to theft
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	Befähigungs- und Sachkundenachweise (2010200), Fahrerlaubnis und Sachkenntnisse (2110100)
Einheitlicher Ansprechpartner	Nein

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Fachlich freigegeben am	12.01.2012
Fachlich freigegeben durch	Lower Saxony Ministry for Social Affairs, Health and Equality
Handlungsgrundlage	<a href="http://www.gesetze-im-internet.de/fpersv/_4.html">http://www.gesetze-im-internet.de/fpersv/_4.html</a> <a href="http://www.gesetze-im-internet.de/fpersv/_8.html">http://www.gesetze-im-internet.de/fpersv/_8.html</a> <a href="http://www.gesetze-im-internet.de/fpersv/_4.html">http://www.gesetze-im-internet.de/fpersv/_4.html</a> <a href="http://www.gesetze-im-internet.de/fpersv/_8.html">http://www.gesetze-im-internet.de/fpersv/_8.html</a>
Teaser	Has your workshop card been stolen? Then you can apply for a replacement card from the responsible office.
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>Your responsible specialists use the workshop card to install, check and calibrate digital tachographs and to download their data.</p> <p>If your workshop card has been stolen, you can apply for a replacement card from the responsible office as an entrepreneur or as an authorized representative. To do so, you must submit a current certificate of approval or authorization of the workshop for testing tachographs. This certificate must not be older than 3 years.</p> <p>Your replacement workshop card remains valid until the same date as the stolen original card - if this would have been valid for more than 6 months. The validity period therefore does not start again from the beginning. If the remaining term of the card is less than 6 months, you will be issued with a new card. This is then valid for another year.</p> <p>Whenever you apply to replace a workshop card due to</p>

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theft, you as a company must provide proof that the authorized specialist is still employed by you and has been trained 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.  
[http://www.gewerbeaufsicht.niedersachsen.de/portal/live.php?navigation\\_id=11392&article\\_id=52162&psmand=37](http://www.gewerbeaufsicht.niedersachsen.de/portal/live.php?navigation_id=11392&article_id=52162&psmand=37)  
[http://www.gewerbeaufsicht.niedersachsen.de/portal/live.php?navigation\\_id=11392&article\\_id=52162&psmand=37](http://www.gewerbeaufsicht.niedersachsen.de/portal/live.php?navigation_id=11392&article_id=52162&psmand=37)

**Erforderliche Unterlagen**

- Theft report from the police
  - Proof in the form of a written declaration by the employer that the employee concerned is still employed by the company as a responsible specialist (signed by both parties)
  - Affidavit, on request and, in case of doubt, of the competent authority as to the details of the person making the application

**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 business owner or an authorized
  - authorized representative or authorized person of the company.

**Kosten**
**Verfahrensablauf**
**Bearbeitungsdauer**
**Frist**

The new workshop card must be applied for within 7 calendar days, stating the reasons for the early

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application. A new workshop card will be issued to the applicant within 5 working days from the receipt of the complete application documents. The end of validity of the workshop card to be replaced corresponds to the expiry date of the previous workshop card if the remaining term is more than 185 calendar days.

**weiterführende Informationen**
**Hinweise**

Upon issuance of the replacement card, the replaced card loses its validity. A recovered card must be returned to the competent authority.

**Rechtsbehelf**
**Kurztext**

- Workshop card replacement due to theft
  - Request the replacement of a workshop card due to theft
  - be able to submit an application
    - entrepreneurs or
    - authorized representatives or authorized persons
  - Workshop card is a tachograph card for
    - authorized manufacturers of tachographs,
    - vehicle manufacturers,
    - workshops and
    - their responsible specialists (fitters)
  - Workshop cards are used by specialists to install, check and calibrate digital tachographs and to download their data
    - Validity: 1 year
    - Required documents, among others:
      - 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
        - not older than 3 years
      - Written proof that the responsible specialist

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	<p>continues to work in the company or workshop</p> <ul style="list-style-type: none"> <li>• Proof of recognition or commissioning of the workshop (in accordance with Section 57b of the Road Traffic Licensing Regulations)</li> <li>• not older than 3 years</li> <li>• Proof of a theft report to the police</li> <li>• Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others</li> </ul>
Ansprechpunkt	Responsibility lies with the State Trade Inspectorate.
Zuständige Stelle	Responsibility lies with the State Trade Inspectorate.
Formulare	
Ursprungsportal	Replace workshop card due to theft, Werkstattkarte wegen Diebstahl ersetzen