

99108057001000, 99108057001000

Apply for a workshop card for the first time

Heruntergeladen am 12.06.2025

<https://fimportal.de/xzufi-services/110206051/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99108057001000, 99108057001000
Leistungsbezeichnung I	Apply for a workshop card for the first time
Leistungsbezeichnung II	
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	
Lagen Portalverbund	Erlaubnisse und Genehmigungen (2010400), Fahrerlaubnis und Sachkenntnisse (2110100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.12.2022
Fachlich freigegeben durch	Hessian Ministry of Economic Affairs, Energy, Transport and Housing
Handlungsgrundlage	https://www.gesetze-im-internet.de/fpersv/ https://www.gesetze-im-internet.de/stvzo_2012/_57b.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A32014R0165&from=DE https://www.gesetze-im-internet.de/fpersv/ https://www.gesetze-im-internet.de/stvzo_2012/_57b.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A32014R0165&from=DE
Teaser	If you are tasked with calibrating and/or installing tachographs, you will need a workshop card to perform these tasks.
Volltext	<p>The workshop card is a tachograph card issued to an approved tachograph manufacturer, installer, vehicle manufacturer or workshop. It identifies cardholders and allows the tachograph data to be checked, calibrated and downloaded.</p> <p>The workshop card is used by the technicians of the workshops authorised under § 57b StVZO, who install and calibrate the digital tachographs, as well as by manufacturers of the tachographs. It is PIN-protected and valid for 1 year. The PIN number will be sent to the technicians at their home address</p> <p>When submitting an application, the recognition or commissioning of the workshop according to § 57b StVZO and proof of the training of the responsible specialist must be submitted. The documents must not be older than 3 years.</p> <p>The validity period of the workshop card is 1 year.</p> <p>Each responsible specialist may only have 1 workshop</p>

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	card per employment relationship and may only use it there.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • If applicable, access to the ELSTER organizational account • Proof of commercial register entry or business registration • A certificate of training of the professional according to tachograph tachograph tachograph training line • Proof of the employment relationship of the responsible specialist • Proof of recognition or commissioning of the workshop according to § 57b StVZO • As an authorized representative, a power of attorney or as the owner of the company - an informal letter stating your name, address and date and place.
Voraussetzungen	The workshops recognised and commissioned in accordance with § 57b StVZO, manufacturers of tachographs and vehicle manufacturers are entitled to apply.
Kosten	30 Euro to 50 Euro
Verfahrensablauf	<p>Depending on the federal state, you can submit the application for your workshop card with the required documents and information online or on site</p> <ul style="list-style-type: none"> • Contact your local driving licence authority • or another competent body (e.g. TÜV, DEKRA). • In order to identify yourself online and check your documents, you must have the option of online authentication via company account and digital upload of the required documents. • You can pay for the application online via a payment service provider. • The creation of a workshop map is subject to a charge. • As part of the application, you must provide all required information and submit or upload documents. • The competent authority will check your information for completeness and accuracy. • The personalised workshop card will be issued to the company upon acknowledgement of receipt. • The required identification number (PIN number)

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	<p>will be sent directly to the responsible specialist to the specified private address</p> <p>Hint:</p> <p>If serious offences (including both criminal offences and administrative offences) are found when the workshop card is first issued, the workshop card may be refused and the application rejected.</p> <p>If necessary, an administrative offence or fine procedure will then be initiated.</p>
Bearbeitungsdauer	1 - 3 weeks
Frist	When a workshop card is issued for the first time, no deadline must be observed.
weiterführende Informationen	
Hinweise	<p>The workshop card must be returned to the office processing the application if it is issued on the basis of false statements, if one of the prerequisites for granting it ceases to apply, the card is misused, the responsible specialist leaves the company (e.g. due to a change of business) or the workshop card is no longer needed for other reasons (e.g. technician leaves the company due to retirement).</p> <p>Each responsible specialist may only have 1 workshop card per employment relationship and may only use it there.</p> <p>With the deadline of 15.06.2021, the new training certificates (Annex IC) and a corresponding recognition or commissioning for the activation, testing, installation and verification of generation 2 tachographs must be proven when submitting the application.</p>
Rechtsbehelf	Contradiction
Kurztext	• Workshop card issuance

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	<ul style="list-style-type: none"> • Applying for a workshop card for the first time • For workshops
Ansprechpunkt	
Zuständige Stelle	The competent authorities are the driving licence authorities and their authorised representatives.
Formulare	<p>Forms available: Yes</p> <p>Written form required: Yes</p> <p>Informal application possible: No</p> <p>Personal appearance required: Yes</p>
Ursprungsportal	Apply for a workshop card for the first time, Werkstattkarte erstmalig beantragen