

99108057036001, 99108057036001

# Replace workshop card due to theft

Heruntergeladen am 17.06.2025

<https://fimportal.de/xzufi-services/121402073/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99108057036001, 99108057036001
Leistungsbezeichnung I	Replace workshop card due to theft
Leistungsbezeichnung II	Replace workshop card due to theft
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Ersatz (036)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	26.06.2023
Fachlich freigegeben durch	Federal Ministry of Digital Affairs and Transport (BMDV)
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>
Teaser	Your workshop card was stolen? Then you can apply for a replacement card at 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 as well as</li> <li>• their responsible specialists such as installers or technicians.</li> </ul> <p>The workshop card is used by your responsible specialists to install, test, calibrate and download data from digital tachographs.</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 a person authorized to represent the company or as an authorized representative. To do this, you must present a current certificate of recognition or commissioning of the workshop for testing tachographs. This 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 it would have been valid for more than 6 months. The validity period therefore does not start all over again. If the remaining term of the card is less than 6 months, you will be issued a new card. This is then valid again for one year.</p> <p>Whenever you apply for a workshop card to be replaced due to theft, you as the company must provide proof that the instructed 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.</p>

## Modul

## Sachverhalt

The workshop card is PIN-protected. The personal PIN number is sent to the employee's home address. Employees 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 issuance of a workshop replacement card due to theft
- verifiable documents concerning 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 the company by law, the articles of association or the partnership agreement
- Proof of identity and notification of the native language of the specialist for whom the workshop card is being applied for
  - not older than 3 years
- Proof of training of the responsible specialist according to the tachograph tachograph training guideline.
- Proof of the employment relationship of the responsible specialist
  - Not older than 3 years
- Proof of recognition or commissioning of the workshop (according to § 57b StraßenverkehrsZulassungs-Ordnung)
- Proof of a theft report to the police

## Voraussetzungen

- an officially recognized manufacturer of tachographs,
  - a vehicle workshop authorized by the manufacturer,
 or
  - an approved and recognized motor vehicle workshop.
- Your company is
  - you as the entrepreneur or a person authorized to represent or
    - authorized representative or authorized person of the company.
- Eligible to apply are

## Kosten

## Verfahrensablauf

Modul	Sachverhalt
Bearbeitungsdauer	5 Werktag(e)
Frist	1 Jahr(e) The workshop card is valid for one year.
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>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card replacement due to theft</li> <li>• apply for the replacement of a workshop card due to theft               <ul style="list-style-type: none"> <li>• entrepreneurs or</li> <li>• persons authorized to represent the company or persons with power of attorney</li> </ul> </li> <li>• Be able to make a request               <ul style="list-style-type: none"> <li>• approved manufacturers of tachographs,</li> <li>• vehicle manufacturers,</li> <li>• workshops as well as</li> <li>• their responsible specialists (installers)</li> </ul> </li> <li>• Workshop card is a tachograph card for</li> <li>• Workshop card used by specialists to install, test and calibrate digital tachographs and download their data</li> <li>• validity: 1 year               <ul style="list-style-type: none"> <li>• Name, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer.</li> <li>• proof of identity of the entrepreneur or of the person or persons authorized to represent him/her by law, the articles of association or the partnership agreement</li> <li>• Proof of identity and notification of the native language of the specialist for whom the workshop card is being applied for                   <ul style="list-style-type: none"> <li>• not older than 3 years</li> </ul> </li> <li>• Proof of training of the specialist in accordance with the tachograph and recording equipment training guidelines.</li> <li>• Written proof that the responsible specialist continues to work in the company or in the workshop.                   <ul style="list-style-type: none"> <li>• Not older than 3 years</li> </ul> </li> </ul> </li> </ul>

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• Proof of recognition or commissioning of the workshop (in accordance with § 57b of the Road Traffic Licensing Regulations)</li> <li>• Proof of a theft report to the police</li> <li>• required documents among others:</li> <li>• Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Replace workshop card due to theft, Werkstattkarte wegen Diebstahl ersetzen