

99108057036003, 99108057036003

# Replace workshop card due to loss

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/402807813/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99108057036003, 99108057036003
Leistungsbezeichnung I	Replace workshop card due to loss
Leistungsbezeichnung II	Replace workshop card due to loss
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
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	Befähigungs- und Sachkundenachweise (2010200), Fahrerlaubnis und Sachkenntnisse (2110100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	26.06.2023
Fachlich freigegeben durch	Federal Ministry for Digital and Transport Affairs (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> <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	If you have lost your workshop card, you can apply for a replacement card from the relevant 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 lost, 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 to test tachographs. This certificate must not be older than 3 years.</p> <p>Your replacement workshop card remains valid until</p>

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the same date as the lost original card - if this would have been valid for more than 6 months. The period of validity does not start again from the beginning.

However, if the remaining term of the card is less than 6 months, you will receive a new card. It will then be valid again for one year.

When the replacement card is issued, your previous card loses its validity. If you do find the workshop card again, you must return it to the responsible office or the Federal Motor Transport Authority (KBA). You may not continue to use it.

When applying to replace a workshop card due to loss, 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.

## Erforderliche Unterlagen

- Application for the issue of a workshop replacement card due to loss
- 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

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	<ul style="list-style-type: none"> <li>• Written declaration of loss</li> <li>• at the request of the competent authority, the holder of the workshop card must, if necessary, provide an affidavit stating that the workshop card cannot be returned and for what reasons</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• Your company is an officially recognized manufacturer of tachographs, a vehicle workshop commissioned by the manufacturer or an approved and recognized vehicle workshop.</li> <li>• The following are eligible to apply You as the business owner or an authorized authorized representative or authorized person of the company.</li> </ul>
Kosten	
Verfahrensablauf	
Bearbeitungsdauer	5 Werktag(e)
Frist	1 Jahr(e) The workshop card is valid for one year.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card replacement due to loss</li> <li>• Request the replacement of a workshop card due to loss</li> <li>• be able to submit an application Entrepreneurs or authorized representatives or authorized persons</li> <li>• Workshop card is a tachograph card for authorized manufacturers of tachographs, vehicle manufacturers, workshops and their responsible specialists (installers)</li> <li>• Workshop card is used by specialists to install, check and calibrate digital tachographs and to download their data</li> <li>• Validity: 1 year</li> <li>• 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</li> </ul>

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association or partnership agreement Proof of identity and notification of the native language of the specialist for whom the workshop card is being applied for 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 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) not older than 3 years

- Written declaration of the loss
- Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others

**Ansprechpunkt**

In Saxony-Anhalt, the workshop cards are issued by DEKRA Automobil GmbH.  
<https://www.dekra.de/de/standorte/>  
<https://www.dekra.de/de/standorte/>

**Zuständige Stelle**
**Formulare**
**Ursprungsportal**

Replace workshop card due to loss, Werkstattkarte wegen Verlust ersetzen