

99108057001000, 99108057001000

Apply for a workshop card for the first time

Heruntergeladen am 17.06.2025

<https://fimportal.de/xzufi-services/402807814/L100008>

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	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
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	26.06.2023
Fachlich freigegeben durch	Federal Ministry for Digital and Transport Affairs (BMDV)
Handlungsgrundlage	https://www.gesetze-im-internet.de/fpersv/_4.html https://www.gesetze-im-internet.de/fpersv/_7.html https://www.gesetze-im-internet.de/stvzo_2012/_57b.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820 https://www.gesetze-im-internet.de/fpersv/_4.html https://www.gesetze-im-internet.de/fpersv/_7.html https://www.gesetze-im-internet.de/stvzo_2012/_57b.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820
Teaser	Does your company install or calibrate tachographs? Then you need a workshop card, which you can apply for from the relevant authority.
Volltext	The workshop card is a tachograph card for • approved manufacturers of tachographs, • vehicle manufacturers, • workshops and • their responsible specialists such as fitters or technicians. As an entrepreneur or as an authorized representative or authorized person, you can apply for this from the responsible office. Your responsible specialists use the workshop card to install, check and calibrate digital tachographs and to download their data. The workshop card is PIN-protected. The personal PIN number is sent to the responsible specialist at their 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

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	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 • not older than 3 years • Proof of training of the responsible specialist in accordance with the tachograph recording equipment training guidelines • Proof of employment of the responsible specialist • not older than 3 years • Proof of recognition or commissioning of the workshop (in accordance with Section 57b of the Road Traffic Licensing Regulations)
Voraussetzungen	• an officially recognized manufacturer of tachographs, • a vehicle workshop commissioned by the manufacturer or • an approved and recognized vehicle workshop. • Your company is • You as the entrepreneur or • an authorized representative or authorized person of the company. • The following are eligible to apply
Kosten	
Verfahrensablauf	
Bearbeitungsdauer	
Frist	1 Jahr(e) If you are applying for a workshop card for the first time, you do not have to meet a deadline.

Modul	Sachverhalt
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• Workshop card issue • Apply for a workshop card for the first time • Entrepreneurs or • authorized representatives or authorized persons • Can submit an application • authorized manufacturers of tachographs, • vehicle manufacturers, • workshops and • their responsible specialists (fitters) • Workshop card is a tachograph card for • Workshop cards are used by specialists to install, check and calibrate digital tachographs and to download their data • Personal PIN number is sent to the specialist's home address • Workshop card is PIN-protected • Specialists may only have one workshop card per employment relationship and only use it there • Workshop card is valid for 1 year • Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others
Ansprechpunkt	Contact the TÜV or Dekra. https://www.dekra.de/de/standorte/
Zuständige Stelle	
Formulare	
Ursprungsportal	Werkstattkarte erstmalig beantragen, Apply for a workshop card for the first time