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Applying for entry in the register of craftsmen for persons with a license to practice

Heruntergeladen am 21.06.2025

<https://fimportal.de/xzufi-services/102616853/L100010>

Modul	Sachverhalt
Leistungsschlüssel	99058007060011, 99058007060011
Leistungsbezeichnung I	Applying for entry in the register of craftsmen for persons with a license to practice
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Saarland
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und

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	Führung eines Unternehmens
Lagen Portalverbund	Anmeldepflichten (2010100), Befähigungs- und Sachkundenachweise (2010200), Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	
Fachlich freigegeben durch	Saarland Chamber of Crafts
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_1.html https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html https://www.gesetze-im-internet.de/hwo/_10.html https://www.gesetze-im-internet.de/hwo/_1.html https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html https://www.gesetze-im-internet.de/hwo/_10.html
Teaser	Have you been granted a license to practice a craft requiring a permit and want to operate it as a standing trade? If so, you must have this entered in the register of craftsmen before starting your activity.
Volltext	<p>The Register of Craftsmen is a register in which all</p> <ul style="list-style-type: none"> • natural persons • partnerships and • legal entities <p>who operate a craft requiring a license as a standing trade. Itinerant trades and market trades are not classified as permanent trades.</p> <p>You can find a complete list of trades requiring a license in Appendix A of the Crafts Code (HwO). The trade does not have to be exercised as a whole, as the exercise of essential (partial) activities is also possible. Conversely, it is conceivable that several trades or essential activities of several trades are to be practiced.</p>

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Furthermore, the business manager who is responsible for the professional and technical management of the craft business and who has the necessary professional qualification to practice the craft requiring a license is entered in the Register of Craftsmen. Both the owners of craft businesses and employed persons are eligible as managers. Proof of qualification is provided by submitting the notification of the authorization to practice the respective craft or related craft to be practiced.

The relevant chambers of skilled crafts provide further information on this service. Please contact the relevant Chamber of Skilled Crafts for more information.

Erforderliche Unterlagen

For sole proprietorships:

- Identity card or comparable identification document (copy)
- Notification of the authorization to practice (copy)
- Business registration (copy): Can be submitted after entry in the register of craftsmen

For companies under civil law (GbR):

- Identity card or comparable identification document of the partners (copy)
- Articles of association, if not concluded informally (copy)
- Certificate of authorization to exercise the personally liable partner or shareholder responsible for the technical management of the business or the employed management (copy)
- Business registration (copy): Can be submitted after entry in the trade register

For commercial partnerships entered in the commercial register:

- This refers to

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- General partnership (OHG),
- limited partnership (KG) and
- corresponding foreign company forms.
- Identity card or comparable identification document of the shareholders or authorized representatives (copy)

For companies based in Germany:

- for companies entered in the commercial register: extract from the register, articles of association (copy)
- if not entered in the register: articles of association (copy)
- Certificate of authorization to exercise the personally liable partner or shareholder responsible for the technical management of the business or the employed management (copy)
- Business registration (copy): Can be submitted after entry in the register of craftsmen

For foreign legal forms:

- Extract from the register, if already entered in the foreign register, articles of association (copy)
- Certificate of authorization to exercise the personally liable partner or shareholder responsible for the technical management of the business or the employed management (copy)
- Business registration (copy): Can be submitted after entry in the register of craftsmen

For legal entities:

- This refers to
- Limited liability company (GmbH)

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- Entrepreneurial company (haftungsbeschränkt)
- public limited company (AG)
- registered cooperative (eG)
- Identity card or comparable identification document of the authorized representatives (copy)
- for companies based in Germany: extract from the register, articles of association (copy)
- for foreign legal forms: Extract from the register of the competent foreign register, articles of association (copy)
- Business registration (copy): Can be submitted after entry in the register of craftsmen
- Details of the company management
- Notification of the authorization to practice issued to the employed management

If you employ a manager, you must also submit the following information

- Declaration of plant manager
- Employment contract (copy)
- Proof of social insurance for the manager (copy)
- Notification of the authorization to exercise (copy)

If you employ a second person as manager, you must also submit the manager's declaration and the other documents mentioned for this person. This may be the case, for example, if you wish to exercise several trades requiring a license as a standing trade.

Voraussetzungen

You, the personally liable partner responsible for the technical management of the company or your company management require a license to practice

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	<ul style="list-style-type: none"> • in the craft requiring a license or • in a craft related to this <p>with which you wish to become self-employed in a standing trade.</p>
Kosten	The amount of the fees can be found in the fee schedule of the responsible Chamber of Crafts.
Verfahrensablauf	<p>You can apply for entry in the Register of Craftsmen in writing or, in some cases, online at your local Chamber of Crafts. Please obtain information about the procedure from the relevant Chamber of Skilled Crafts. You can also have the necessary documents sent to you.</p> <ul style="list-style-type: none"> • Submit your application documents to your local Chamber of Skilled Crafts • The Chamber of Skilled Crafts will check your application for completeness • Once you have been registered, you will receive a written certificate from your local Chamber of Skilled Crafts. Your company will receive the so-called craftsman's card • If the registration is rejected, you will receive a notification from the local Chamber of Skilled Crafts
Bearbeitungsdauer	<p>If all documents are complete and no further procedure is necessary, the Chamber of Skilled Crafts must make the entry in the Register of Skilled Crafts within 3 months, otherwise the entry is deemed to have been made after this period has expired. Processing time: 3 months</p>
Frist	You must be entered in the Register of Craftsmen before starting work.
weiterführende Informationen	<p>https://www.hwk-saarland.de/betriebsfuehrung/handwerksrolle/ https://www.hwk-saarland.de/betriebsfuehrung/handwerksrolle/</p>

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Hinweise

Rechtsbehelf

- You have the right to appeal against a rejection of your application for entry in the Register of Craftsmen
- Depending on the federal state in which you have submitted the application, a preliminary procedure will be carried out first
- Please refer to the instructions on legal remedies in your notification for information on existing legal remedies

Kurztext

- Register of craftsmen Registration of persons with a license to practice
- Register of craftsmen as a register of all owners of a business of a craft requiring a license in a standing trade
- Registration concerns
 - natural persons
 - partnerships and
 - legal entities
- Legal obligation to register:
 - all business owners with a craft requiring a license in a standing trade must be registered in the craft register
 - does not apply to itinerant trades or market trading
- Register contents include
 - Craft requiring a license in the standing trade
 - Name and qualifications of the company management
 - Company owners or managers must provide proof of authorization to practice

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- Proof of qualification: notification of the authorization to practice granted
- Applications can be submitted in writing or partially online to the local Chamber of Skilled Crafts
- Deadline: before taking up the craft activity
- Fees: Amount depends on the fee schedule of the responsible Chamber of Skilled Crafts
- Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is intended

Ansprechpunkt

Zuständige Stelle

Formulare

Ursprungsportal

Applying for entry in the register of craftsmen for persons with a license to practice, Die Eintragung in die Handwerksrolle von Personen mit einer Ausübungsberechtigung beantragen