

99052002109000, 99052002109000

# Applying for information from the central trade register

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/305061437/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99052002109000, 99052002109000
Leistungsbezeichnung I	Applying for information from the central trade register
Leistungsbezeichnung II	Applying for information from the central trade register
Typisierung	1 - Bund: Regelung und Vollzug, 2 - Bundesauftragsverwaltung: Regelung
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Gewerberegister (052)
Verrichtungskennung	Einsicht gewähren (109)
SDG-Informationsbereich	
Lagen Portalverbund	Anmeldepflichten (2010100), Arbeit (1040000), Auszüge

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	aus Registern (2020200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	21.06.2022
Fachlich freigegeben durch	Federal Ministry of Justice (BMJ)
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/gewo/_150.html">https://www.gesetze-im-internet.de/gewo/_150.html</a> <a href="https://www.gesetze-im-internet.de/gewo/_150a.html">https://www.gesetze-im-internet.de/gewo/_150a.html</a> <a href="https://www.gesetze-im-internet.de/gewo/_150e.html">https://www.gesetze-im-internet.de/gewo/_150e.html</a> <a href="https://www.gesetze-im-internet.de/gewo/_150.html">https://www.gesetze-im-internet.de/gewo/_150.html</a> <a href="https://www.gesetze-im-internet.de/gewo/_150a.html">https://www.gesetze-im-internet.de/gewo/_150a.html</a> <a href="https://www.gesetze-im-internet.de/gewo/_150e.html">https://www.gesetze-im-internet.de/gewo/_150e.html</a>
Teaser	If you wish to exercise a trade and need proof of your personal reliability, you can apply for information from the central trade register.
Volltext	<p>Information from the central trade register shows whether you have violated trade law regulations in the past.</p> <p>The information also serves as proof of your personal reliability, for example if you wish to exercise a trade requiring a license (e.g. restaurant business, estate agent) or a trade requiring supervision (e.g. trade in used motor vehicles, travel agency).</p> <p>This is recorded in the central trade register:</p> <ul style="list-style-type: none"> <li>• Rejection of an application for a trade license, withdrawal and revocation of granted licenses, trade prohibitions, rejection of an application for a certificate of competence and its withdrawal, withdrawal of the authority to hire or train apprentices, prohibition of employment, supervision, instruction or training of children and adolescents,</li> <li>• Waiver of a license for a trade in certain cases,</li> <li>• decisions imposing fines of more than EUR 200.00 in connection with the exercise of a trade and</li> <li>• certain criminal convictions in connection with the exercise of the trade.</li> </ul> <p>The competent authority under state law is responsible</p>

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for accepting applications for information on the central trade register.

## Erforderliche Unterlagen

General: Application for information from the central trade register

For natural persons:

- when applying in person: Proof of identity by means of identity card or passport, additional proof of citizenship if necessary,
- in the case of a written application: Copy of identity card or passport with officially certified personal data and officially certified signature,
- for electronic applications: ID card, eID card or electronic residence permit, each with activated online ID function,
- if applicable, the address of the authority for which the information is intended, as well as the purpose of use or the reference number.

For legal entities:

- valid identity card or passport of the legal representative or the authorized person of the business enterprise entered in the commercial or cooperative register Please note that you must also submit a current registration certificate when presenting your passport.
- for electronic applications: ID card, eID card or electronic residence permit, each with activated online ID function, Extract from the commercial register, where applicable, the address of the authority for which the information is intended, as well as the purpose of use or the reference number.

For persons abroad

You can only submit an application from abroad in writing

- Complete the form "Application for information from the Central Trade Register for a person resident abroad" or "Application for information from the Central Trade Register for a legal entity based abroad"

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- Submit all the required documents.

For natural persons:

- If applicable, separate proof with officially notarized personal data and officially notarized signature.
- Copy of proof of payment of the fee of 13 euros.

For legal entities:

- Separate form (form: "Application for information from the central trade register for a person residing abroad") with officially certified personal data and officially certified signature of the legal representative or the authorized person of the commercial enterprise entered in the commercial or cooperative register
- Extract from the commercial register
- Copy of proof of payment of the fee of 13 euros.

## Voraussetzungen

For natural persons:

- You must submit the application in person or
- Your legal representative submits the application on your behalf.

For legal entities:

- the application must be submitted by the legal representative or the authorized person of the commercial enterprise entered in the commercial or cooperative register.

## Kosten

Gebühr: 13€  
Zahlung nur mit Vorkasse  
Per information request: EUR 13.00

## Verfahrensablauf

You can apply for information from the Central Trade Register online directly at the Federal Office of Justice or in writing or in person at the competent authority under state law.

If you would like to apply for information online:

- Go to the website of the Federal Office of Justice and follow the instructions.

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- You will need the following for the online application: a new ID card, an eID card or an electronic residence permit, each with the online ID function activated, as well as the AusweisApp2, a card reader to read the ID document, a digital capture device (e.g. scanner or digital camera) to upload evidence.
- The Federal Office of Justice will then send the information to your postal address or to the authority for which you have requested it.

If you would like to request the information in person:

- Contact the authority responsible for you under state law.
- The application will be forwarded to the Federal Office of Justice, which will then issue the information.
- The Federal Office of Justice will send the information to your postal address or to the authority for which you have requested the information.

If you wish to submit the request in writing:

- Send the informal written request to the authority responsible under state law. Your signature on the application letter must be officially or publicly certified.
- The application will be forwarded to the Federal Office of Justice, which will issue the information.
- The Federal Office of Justice will then send the information to your postal address or to the authority for which you have requested the information.

Please note: You cannot be represented by an authorized representative. However, your legal representative is also entitled to apply. If you are acting as a legal representative yourself, you must provide proof of your power of representation. A commercial enterprise can also be represented by the authorized person of the commercial enterprise entered in the commercial or cooperative register.

Application from abroad

- You can only submit an application from abroad in writing.
- In this case, download the relevant form and fill in all

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	<p>the necessary information on the form.</p> <ul style="list-style-type: none"> <li>• Send the form to the authority together with all the specified attachments.</li> </ul>
Bearbeitungsdauer	<p>4 Woche(n) 2 to 4 weeks</p>
Frist	<p>There is no deadline.</p>
weiterführende Informationen	<p> <a href="https://www.personalausweisportal.de/Webs/PA/DE/startseite/startseite-node.html">https://www.personalausweisportal.de/Webs/PA/DE/startseite/startseite-node.html</a>  <a href="https://www.ausweisapp.bund.de/ausweisapp2/">https://www.ausweisapp.bund.de/ausweisapp2/</a>  <a href="https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/Migrathek/eAufenthaltstitel/eaufenthaltstitel-node.html">https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/Migrathek/eAufenthaltstitel/eaufenthaltstitel-node.html</a>  <a href="https://www.bundesjustizamt.de/DE/Themen/Buergerdiensten/GZR/Auskunft/Uebersicht_node.html">https://www.bundesjustizamt.de/DE/Themen/Buergerdiensten/GZR/Auskunft/Uebersicht_node.html</a>  <a href="https://www.personalausweisportal.de/Webs/PA/DE/startseite/startseite-node.html">https://www.personalausweisportal.de/Webs/PA/DE/startseite/startseite-node.html</a>  <a href="https://www.ausweisapp.bund.de/ausweisapp2/">https://www.ausweisapp.bund.de/ausweisapp2/</a>  <a href="https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/Migrathek/eAufenthaltstitel/eaufenthaltstitel-node.html">https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/Migrathek/eAufenthaltstitel/eaufenthaltstitel-node.html</a>  <a href="https://www.bundesjustizamt.de/DE/Themen/Buergerdiensten/GZR/Auskunft/Uebersicht_node.html">https://www.bundesjustizamt.de/DE/Themen/Buergerdiensten/GZR/Auskunft/Uebersicht_node.html</a> </p>
Hinweise	<p>The central trade register does not contain the data of all tradespeople in Germany. This can be found in the trade register, which contains information on the business owner, such as name, date of birth and address, as well as on the business, such as management, addresses and registered activity.</p>
Rechtsbehelf	<p>Objections to information from the central trade register and other applications that are to be rejected in the form of a judicial administrative act by means of a decision can be challenged with an application for a court decision.</p>
Kurztext	<ul style="list-style-type: none"> <li>• Granting access to the central trade register</li> <li>• Any natural or legal person can obtain information about themselves from the Central Trade Register.</li> <li>• The central trade register contains certain violations of trade law provisions by the applicant and certain decisions by administrative authorities.</li> <li>• Applications can be submitted either to the</li> </ul>

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competent authority under state law or online to the Federal Office of Justice. The competent authority under state law is generally responsible for accepting applications for information on the Central Trade Register.

- If the applicant lives outside Germany, the application can also be submitted by post to the Federal Office of Justice.
- The applicant may only be represented by an authorized person if the power of representation can be seen in the commercial or cooperative register.
- The legal representative of the natural person is also entitled to apply.
- Responsible for issuing: Federal Office of Justice

**Ansprechpunkt**

Your competent authority under the law of the federal state in question

or:

Federal Office of Justice

Postal address: 53094 Bonn

Visiting address: Adenauerallee 99-103 53113 Bonn

Tel: 0228 9941040 Fax: 0228 994105050

Office hours: Monday: 7.30 to 16.00 Tuesday: 7.30 to 16.00 Wednesday: 7.30 to 16.00 Thursday: 7.30 to 16.00 Friday: 7.30 to 14.00

Telephone hours: Monday: closed Tuesday: 9.00 to 12.00 (midday) Wednesday: closed Thursday: 9.00 to 12.00 (midday) Friday: closed

**Zuständige Stelle**

Federal Office of Justice 53094 Bonn

Tel: 0228 9941040 Fax: 0228 994105050

**Formulare**

Forms available: Yes Written form required: Yes  
 Informal application possible: No Personal appearance necessary: No

Online services available: Yes

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Ursprungsportal

Applying for information from the central trade register, Auskunft aus dem Gewerbezentralregister beantragen