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# Use network of single points of contact for simple handling of administrative procedures

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/9084854/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99144017215000, 99144017215000
Leistungsbezeichnung I	Use network of single points of contact for simple handling of administrative procedures
Leistungsbezeichnung II	Use network of single points of contact for simple handling of administrative procedures
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Organisation (144)
Verrichtungskennung	Abwicklung (215)

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SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Beratung und Netzwerke (2010300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	04.05.2021
Fachlich freigegen durch	Federal Ministry for Economic Affairs and Energy (BMWi)
Handlungsgrundlage	<a href="https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A32006L0123&amp;from=EN">https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A32006L0123&amp;from=EN</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A02005L0036-20160524&amp;qid=1471520594347">https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A02005L0036-20160524&amp;qid=1471520594347</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A32018R1724">https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A32018R1724</a> <a href="https://www.gesetze-im-internet.de/vwvfg/BJNR012530976.html#BJNR012530976BJNG001903310">https://www.gesetze-im-internet.de/vwvfg/BJNR012530976.html#BJNR012530976BJNG001903310</a>
Teaser	If you want to do business or work in Germany, the single points of contact will inform you about legal requirements and help you to complete administrative procedures quickly and easily online.
Volltext	<p>As part of a Europe-wide network, the single points of contact provide you with easy access to administrations and authorities. The single points of contact will help you</p> <ul style="list-style-type: none"> <li>• if you want to do business in Germany or</li> <li>• if you want to have your professional qualification formally recognized.</li> </ul> <p>The single points of contact will inform you about</p> <ul style="list-style-type: none"> <li>• Application and required documents,</li> <li>• competent authorities,</li> <li>• costs and</li> <li>• duration of the administrative procedure.</li> </ul> <p>The single points of contact also handle the entire electronic processing of administrative procedures for</p>

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you. They receive your application and forward it to the relevant authorities. This saves you visits to the authorities. The network of single points of contact consists of internet portals and personal contacts.

Please note If you want to do business or work in another European Union (EU) country, you can find the right single point of contact on the EU Commission's website.

## Erforderliche Unterlagen

Which documents you need to submit depends on your specific project.

Please note: You can find more information on the websites of the responsible single points of contact.

## Voraussetzungen

The single point of contact service can be used by

- Service providers,
- companies,
- founders and
- persons who wish to have their professional qualifications recognized

from

- the Federal Republic of Germany
- a member state of the European Union (EU) or
- a member state of the European Economic Area (EEA), currently Iceland, Liechtenstein or Norway.

## Kosten

The information services provided by the points of single contact are generally free of charge. In some federal states, you have to pay fees for advice and the handling of administrative procedures via a single point of contact.

Information on the amount of the fees can be found on the websites of the respective points of single contact.

Federal states without EA fees:

- Bavaria
- Berlin

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- Brandenburg
- Bremen
- Hesse
- North Rhine-Westphalia
- Rhineland-Palatinate
- Saarland
- Saxony-Anhalt
- Schleswig-Holstein
- Thuringia

Federal states with EA fees:

- Baden-Württemberg
- Hamburg
- Mecklenburg-Western Pomerania
- Lower Saxony
- Saxony

Please note: In addition to the processing fee for the single point of contact service, you must pay the regular fees for your administrative procedure.

The amount of these fees depends on the respective administrative procedure. Information on this can be found in the service descriptions of the respective administrative procedures.

## Verfahrensablauf

If you want to use the single point of contact service, you must contact the single point of contact in the federal state in which you want to carry out your project:

- Go to the website of the single point of contact for the federal state relevant to you.
- There you can determine the administrative procedures required for your project. Search functions and/or electronic assistants are usually available for this purpose.
- You will then be directed to the relevant online procedures.

## Bearbeitungsdauer

- for the provision of information: on the Internet portals: immediately Requests by e-mail: usually up to 3 days • for the processing time of the procedures: The processing time depends on the respective procedure.

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	You can find this in the descriptions of the procedures.
Frist	<ul style="list-style-type: none"> <li>• in the handling of procedures: Deadlines depend on the respective procedure and can be found in the corresponding procedure descriptions Note: The deadline only begins when all required documents have been submitted in full.</li> </ul>
weiterführende Informationen	<a href="https://www.bmwk.de/Redaktion/DE/Artikel/Mittelstand/einheitlicher-ansprechpartner.html">https://www.bmwk.de/Redaktion/DE/Artikel/Mittelstand/einheitlicher-ansprechpartner.html</a> <a href="https://ec.europa.eu/growth/single-market/services/services-directive/in-practice/contact_de">https://ec.europa.eu/growth/single-market/services/services-directive/in-practice/contact_de</a>
Hinweise	
Rechtsbehelf	none
Kurztext	<ul style="list-style-type: none"> <li>• Handling administrative procedures via a single point of contact</li> <li>• complete administrative procedures online more easily and quickly without having to go through the authorities</li> <li>• use the single point of contact service: Service providers companies company founders Persons who wish to have their professional qualification recognized</li> <li>• Information about: Application, requirements and necessary documents, competent authorities, costs and duration of the administrative procedure</li> <li>• Information from: single points of contact (SPC)</li> <li>• Application via: Single points of contact (SPC) can be commissioned with the complete handling of administrative procedures various contact options: EA online portals EA websites Telephone contact persons e-mail</li> <li>• responsible: Single point of contact network</li> <li>Coordination: Federal Ministry for Economic Affairs and Energy (BMWi)</li> </ul>
Ansprechpunkt	<a href="https://www.ea-deutschland.de">https://www.ea-deutschland.de</a>
Zuständige Stelle	<a href="https://www.ea-deutschland.de">https://www.ea-deutschland.de</a>
Formulare	<ul style="list-style-type: none"> <li>• Forms: no</li> <li>• Online procedure possible: yes</li> <li>• Written form required: no</li> <li>• Personal appearance required: no</li> </ul>

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Note: Depending on the procedure to be carried out, written form or personal appearance may be required. Details can be found in the relevant procedure descriptions.  
<https://www.ea-deutschland.de>

## Ursprungsportal

Use network of single points of contact for simple handling of administrative procedures, Netzwerk einheitlicher Ansprechpartner für einfache Abwicklung von Verwaltungsverfahren nutzen