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# Apply for certificates of origin and CCI certificates for trade documents

Heruntergeladen am 27.07.2025

<https://fimportal.de/xzufi-services/734715/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99050031012000
Leistungsbezeichnung I	Apply for certificates of origin and CCI certificates for trade documents
Leistungsbezeichnung II	Apply for certificates of origin and CCI certificates for trade documents
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Gewerbe (050)
Verrichtungskennung	Ausstellung (012)

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SDG-Informationsbereich	Vorschriften für und Anforderungen an Erzeugnisse, Zölle und andere Steuern und Abgaben, die auf Einfuhren erhoben werden, Zollverfahren für Einfuhren und Ausfuhren gemäß dem Zollkodex der Union
Lagen Portalverbund	Befähigungs- und Sachkundenachweise (2010200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.10.2021
Fachlich freigegeben durch	Thuringian Ministry for Economy, Science and Digital Society
Handlungsgrundlage	<ul style="list-style-type: none"> <li>• Statute for issuance of certificates of origin and other certificates serving foreign trade of the respective CCI</li> <li>• Guidelines to the Statute for the Issue of Certificates of Origin and Other Certificates for Foreign Trade of the respective Chamber of Commerce and Industry</li> </ul> <a href="http://www.gesetze-im-internet.de/ihkg/_1.html">http://www.gesetze-im-internet.de/ihkg/_1.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/ALL/?uri=celex%3A32013R0952">https://eur-lex.europa.eu/legal-content/DE/ALL/?uri=celex%3A32013R0952</a> <a href="http://www.gesetze-im-internet.de/vwvfg/index.html">http://www.gesetze-im-internet.de/vwvfg/index.html</a> <a href="http://www.gesetze-im-internet.de/zpo/_415.html">http://www.gesetze-im-internet.de/zpo/_415.html</a> <a href="http://www.gesetze-im-internet.de/beurkg/_65.html">http://www.gesetze-im-internet.de/beurkg/_65.html</a> <a href="http://www.gesetze-im-internet.de/ihkg/_1.html">http://www.gesetze-im-internet.de/ihkg/_1.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/ALL/?uri=celex%3A32013R0952">https://eur-lex.europa.eu/legal-content/DE/ALL/?uri=celex%3A32013R0952</a> <a href="http://www.gesetze-im-internet.de/vwvfg/index.html">http://www.gesetze-im-internet.de/vwvfg/index.html</a> <a href="http://www.gesetze-im-internet.de/zpo/_415.html">http://www.gesetze-im-internet.de/zpo/_415.html</a> <a href="http://www.gesetze-im-internet.de/beurkg/_65.html">http://www.gesetze-im-internet.de/beurkg/_65.html</a>
Teaser	The Chambers of Commerce and Industry issue certificates of origin and other trade certificates for the export industry.
Volltext	In some countries, customs authorities, banks or companies of the importing country require the presentation of so-called certificates of origin and, if necessary, the presentation of further commercial documents certified by the Chamber of Commerce and Industry. These depend on country-specific features and EC regulations. A certificate of origin provides information about the place of origin of a good.

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As an exporter, you can apply for the issuance of a certificate of origin at your local Chamber of Commerce and Industry. Upon request, the IHK will issue certificates of origin, confirm commercial documents (e.g. commercial invoices) and issue other certificates required for foreign trade. The IHK is also responsible for issuing the ATA carnet (customs passport booklet).

## Erforderliche Unterlagen

Application can be made in person, by mail, or electronically. Required are:

- the document to be certified,
- identity card or passport,
- extract from the commercial, cooperative or association register,
- extract from the Central Trade Register ,
- possibly a proof of the status under public law.

Proof of origin of the goods. Proofs of origin can be, for example:

- Self-declaration about the production of the goods in the own company
- Certificates of origin from another IHK
- Certificates of origin Form A (from developing countries)
- Preferential movement certificates EUR
- Preferential declarations of origin in accordance with format requirements from EU free trade agreements
- Supplier declarations according to VO (EU) 2015/2447

Please contact your local Chamber of Industry and Commerce to find out which documents are actually required in your case.

## Voraussetzungen

Prerequisites for issuing a certificate are:

- The applicant's registered office or place of residence is in the CCI district and the document serves foreign trade (local and subject-matter jurisdiction).
- The formal requirements are fulfilled (specification of the recipient, possibly compulsory form).
- The purpose of use is recognizable or is made

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credible (according to import regulations of the state, requirement of the business partner).

- The signatures of the authorized persons of the company are deposited at the IHK (list of signatures).
- They can prove the origin of the goods.
- For each certificate, an additional copy of the documents must be submitted, which remains with the CCI.

## Kosten

A fee is charged for the certification of foreign trade documents according to the currently valid fee tariff.

## Verfahrensablauf

To apply for a certificate of origin or a commercial document certificate, you can use an online procedure or a written procedure.

Online procedure:

- Send an EMail to the CCI responsible for you with the request to activate you for the online application.
- Fill out the application electronically and send it to the IHK using the online application.
- The IHK will check the completeness and accuracy of your information.
- The IHK may request additional information and documents from you to prove the accuracy of the information contained in the application.
- After checking the information, the IHK certifies the certificate of origin or the commercial document by means of an electronic signature.
- The CCI will then make the certified document available to you in the online application.
- You can print the document if required.

Written procedure:

- Complete and sign the application.
- Submit the application either by mail or on-site at the ServiceCenter of your IHK.
- The IHK will check the completeness and accuracy of your information.
- The IHK may request additional information and documents from you to prove the accuracy of the information contained in the application.
- After checking the information, the CCI will certify the

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	<p>certificate of origin or the commercial document.</p> <p>The certified document will then be returned to you by mail.</p>
Bearbeitungsdauer	<ul style="list-style-type: none"> <li>• A few minutes in the online procedure.</li> <li>• Usually a few days in the written procedure.</li> </ul>
Frist	There are no deadlines to be observed.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Objection or administrative court action depending on state law</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Issuance of certificates of origin and other certificates serving foreign trade purposes</li> <li>• In some countries, certificates of origin and, if necessary, other commercial documents must be presented when importing goods.</li> <li>• In Germany, the Chambers of Commerce and Industry issue certificates of origin and certificates for commercial documents for export companies.</li> <li>• The fees for a certificate of origin or for the certification of trade documents depend on the fee schedule of the individual IHK at the location of the company</li> <li>• The fees usually range between 5 and 25 euros</li> <li>• Issuance is prompt, usually within a few minutes in the online procedure</li> <li>• Responsible: Chamber of Commerce and Industry in whose district the company is located.</li> </ul>
Ansprechpunkt	<p>Contact the Chamber of Industry and Commerce (IHK) in whose district your company is located.</p> <p><a href="https://www.ihk.de/?fdialog=ihk-finder%2F%2F">https://www.ihk.de/?fdialog=ihk-finder%2F%2F</a></p> <p><a href="https://www.ihk.de/?fdialog=ihk-finder%2F%2F">https://www.ihk.de/?fdialog=ihk-finder%2F%2F</a></p>
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Set of forms "Certificate of origin - Application for issuance / original / copy" or online form.</li> <li>• Online procedure possible: yes</li> <li>• Written form required: no</li> </ul>

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- Personal appearance required: no

Applications/forms for export, import, customs, carnet, single administrative document, European Community, specialist books/software, supplier's declaration, certificates of origin, movement certificate, export refund, forwarding and other forms can be requested from the relevant Chamber of Industry and Commerce or are available as downloads from the relevant websites.

## Ursprungsportal

Apply for certificates of origin and CCI certificates for trade documents, Ursprungszeugnisse und IHK-Bescheinigungen für Handelsdokumente beantragen