

99108057133000

# Renew workshop card

Heruntergeladen am 17.07.2025

<https://fimportal.de/xzufi-services/253829383/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99108057133000
Leistungsbezeichnung I	Renew workshop card
Leistungsbezeichnung II	Renew workshop card
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Erneuerung (133)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	06.02.2023
Fachlich freigegeben durch	Ministry of Labour, Social Affairs, Transformation and Digitalization Rhineland-Palatinate
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/fpersv/__4.html">https://www.gesetze-im-internet.de/fpersv/__4.html</a> <a href="https://www.gesetze-im-internet.de/fpersv/__7.html">https://www.gesetze-im-internet.de/fpersv/__7.html</a> <a href="https://www.gesetze-im-internet.de/stvzo_2012/__57b.html">https://www.gesetze-im-internet.de/stvzo_2012/__57b.html</a> <a href="https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820">https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=CELEX%3A02014R0165-20200820</a>
Teaser	If your workshop card is about to expire, you can apply for a new card at the relevant office.
Volltext	<p>The workshop card is a tachograph card for</p> <ul style="list-style-type: none"> <li>• approved manufacturers of tachographs,</li> <li>• vehicle manufacturers,</li> <li>• workshops as well as</li> <li>• their specialists such as installers or technicians.</li> </ul> <p>Their responsible specialists use the workshop card to install, test, calibrate and download data from digital tachographs.</p> <p>It is valid for one year. If you want to renew your workshop card, you must apply for it as an entrepreneur or as an authorized representative or authorized person at the responsible office. For this purpose, you must submit a current certificate of recognition or commissioning of the workshop for testing tachographs. This must not be older than 3 years.</p> <p>For each application for renewal of a workshop card, you as the company must provide proof that the commissioned specialist is still employed by you and has been trained in accordance with the tachograph card and recording equipment training guidelines. The training certificate must not be older than 3 years.</p> <p>The workshop card is PIN-protected. The personal PIN number is sent to the employee's home address. Employees may only have one workshop card per</p>

Modul	Sachverhalt
	employment relationship and may only use it there. The workshop card is the property of the company.
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Application for renewal of a workshop card</li> <li>• verifiable documents concerning the name, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer</li> <li>• proof of identity of the entrepreneur or the person or persons authorized to represent him/her by law, the articles of association or the partnership agreement</li> <li>• Proof of identity and notification of the native language of the specialist for whom the workshop card is being applied for</li> <li>• Proof of training of the responsible specialist in accordance with the tachograph tachograph training guideline. not older than 3 years</li> <li>• Proof of the employment relationship of the responsible specialist</li> <li>• Proof of recognition or commissioning of the workshop (according to § 57b StraßenverkehrsZulassungs-Ordnung) Not older than 3 years</li> <li>• Your previous workshop card</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• Your company is an officially recognized manufacturer of tachographs, a vehicle workshop authorized by the manufacturer, or an approved and recognized motor vehicle workshop.</li> <li>• Eligible to apply are you as the entrepreneur or a person authorized to represent or authorized representative or authorized person of the company.</li> </ul>
Kosten	
Verfahrensablauf	
Bearbeitungsdauer	15 workdays
Frist	1 Jahr(e) The (renewed) workshop card is valid for one year.
weiterführende Informationen	
Hinweise	There are no clues or specifics.
Rechtsbehelf	

## Modul

## Sachverhalt

### Kurztext

- Workshop card renewal
- apply for renewal of a workshop card
- You can apply for entrepreneurs or persons authorized to represent the company or persons with power of attorney
- Workshop card is a tachograph card for approved manufacturers of tachographs, vehicle manufacturers, workshops as well as their responsible specialists (installers)
- Workshop card used by specialists to install, test and calibrate digital tachographs and download their data
- validity: 1 year
- required documents among others: 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 the company by law, by the articles of association or by the partnership agreement Proof of identity and notification of the native language of the specialist for whom the workshop card is being applied for Proof of training of the specialist in accordance with the tachograph and recording equipment training guidelines. not older than 3 years Written proof that the responsible specialist continues to work in the company or in the workshop. Proof of recognition or commissioning of the workshop (in accordance with § 57b of the Road Traffic Licensing Regulations) Not older than 3 years
- Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others

### Ansprechpunkt

When applying for a workshop card, please contact the driving license authority of the district administration responsible for the company's place of business, the municipal administration of the large cities belonging to the district and the municipal administration of the cities not belonging to the district. The Mainz-Bingen district administration is responsible for the area of the towns of Bingen and Ingelheim am Rhein.

### Zuständige Stelle

District administrations or city administrations of the independent and large district cities

### Formulare

<https://www.balm.bund.de/SharedDocs/Downloads/DE>

Modul	Sachverhalt
	/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&v=2
Ursprungsportal	Renew workshop card, Werkstattkarte erneuern