

99108057001000, 99108057001000

# Apply for workshop card for the first time

Heruntergeladen am 17.06.2025

<https://fimportal.de/xzufi-services/8968985/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99108057001000, 99108057001000
Leistungsbezeichnung I	Apply for workshop card for the first time
Leistungsbezeichnung II	Apply for workshop card for the first time
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	06.02.2023
Fachlich freigegeben durch	Ministry of Labour, Social Affairs, Transformation and Digitalisation 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	Your company installs or calibrates tachographs? Then you need a workshop card, which you can apply for at the responsible 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 responsible specialists such as installers or technicians.</li> </ul> <p>As an entrepreneur or as a person authorized to represent or represent the company, you can apply for this card from the responsible office.</p> <p>The workshop card is used by your responsible specialists to install, test and calibrate digital tachographs and to download their data.</p> <p>The workshop card is PIN-protected. The personal PIN number is sent to the responsible specialist at his or her home address. Specialists may only have one workshop card per employment relationship and may only use it there. The workshop card is the property of the company.</p> <p>The workshop card is valid for 1 year from the date of personalization by the Kraftfahrt-Bundesamt (KBA).</p> <p>You can apply for a renewal of your card at the earliest 1 month before the card expires.</p> <p>You must immediately report the theft or loss of the workshop card to the responsible office that issued the workshop card.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Application for a workshop card:</li> </ul>

## Modul

## Sachverhalt

- verifiable documents concerning the name, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer
- proof of identity of the entrepreneur or of the person or persons authorized to represent him/her 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
  - not older than 3 years
- Proof of training of the responsible specialist in accordance with the tachograph training guideline.
- Proof of the employment relationship of the responsible specialist
  - Not older than 3 years
- Proof of recognition or commissioning of the workshop (in accordance with § 57b of the Road Traffic Licensing Regulations)

## Voraussetzungen

- an officially recognized manufacturer of tachographs,
  - a vehicle workshop authorized by the manufacturer, or
  - an approved and recognized motor vehicle workshop.
- Your company is
  - You as the entrepreneur or
  - an authorized representative or authorized person of the company.
- Eligible to apply are

## Kosten

## Verfahrensablauf

## Bearbeitungsdauer

## Frist

1 Jahr(e)  
 If you are applying for a workshop card for the first time, you do not have to meet a deadline.

## weiterführende Informationen

[https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften\\_Kontrollgeraetkarten.pdf?\\_\\_blob=publicationFile&v=2](https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&v=2)

Modul	Sachverhalt
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card issuance</li> <li>• apply for a workshop card for the first time               <ul style="list-style-type: none"> <li>• entrepreneurs or</li> <li>• persons authorized to represent the company or persons with power of attorney</li> </ul> </li> <li>• You can apply for               <ul style="list-style-type: none"> <li>• approved manufacturers of tachographs,</li> <li>• vehicle manufacturers,</li> <li>• workshops as well as</li> <li>• their responsible specialists (installers)</li> </ul> </li> <li>• Workshop card is tachograph card for</li> <li>• Workshop card is used by specialists to install, check and calibrate digital tachographs and download their data               <ul style="list-style-type: none"> <li>• personal PIN number is sent to the employee's home address</li> </ul> </li> <li>• Workshop card is PIN-protected</li> <li>• Skilled workers may only have one workshop card per employment relationship and may only use it there</li> <li>• Workshop card is valid for 1 year</li> <li>• Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others</li> </ul>
Ansprechpunkt	<p>When applying for a workshop card, please contact the driving licence authority of the district administrations responsible for the company's place of business, city administrations of the large cities belonging to the district and city administrations of the independent cities. The Mainz-Bingen district administration is responsible for the area of the towns of Bingen and Ingelheim am Rhein.</p>
Zuständige Stelle	District administrations or city administrations of district-free and large cities belonging to the district
Formulare	
Ursprungsportal	Apply for workshop card for the first time, Werkstattkarte erstmalig beantragen