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Entry in the register of craftsmen

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/9271728/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99058007060000, 99058007060000
Leistungsbezeichnung I	Entry in the register of craftsmen
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	
Lagen Portalverbund	Geschäftslagen für Unternehmen (2000000), Unternehmensstart und Gewerbezulassung (2010000), Anmeldepflichten (2010100)
Einheitlicher	

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Ansprechpartner	Nein
Fachlich freigegeben am	24.11.2022
Fachlich freigegeben durch	Lower Saxony Ministry of Economic Affairs, Labour and Transport
Handlungsgrundlage	<p>§ 6 para. 1 of the Crafts Code (HwO), see link below. § 7 Crafts Code (HwO), see link below.</p> <p>https://www.gesetze-im-internet.de/hwo/_6.html</p> <p>https://www.gesetze-im-internet.de/hwo/_7.html</p> <p>https://www.gesetze-im-internet.de/hwo/_6.html</p> <p>https://www.gesetze-im-internet.de/hwo/_7.html</p>
Teaser	If you would like to independently practice a craft subject to approval, then you must have your business registered in the register of craftsmen.
Volltext	<p>If you want to practice a craft subject to licensing, you must be entered in a register (register of craftsmen) kept by your regional Chamber of Crafts before starting your business activity. In addition to the owner of the company (sole proprietor, partnership with legal capacity or legal entity), the register of craftsmen lists who will take over the management of the company. The management can be exercised either by the farmer or by a salaried manager. The management must have the technical requirements for practicing the craft subject to licensing. Proof must be provided in the form of a master craftsman's certificate for the respective craft or an equivalent relevant professional qualification. For details, see the "Prerequisites" section.</p> <p>The crafts subject to authorisation include, but are not limited to, the following professions:</p> <ul style="list-style-type: none"> • bricklayers, carpenters, roofers, road builders, scaffolders, metal workers, tilers, screed layers, • Stonemasons, stone sculptors, plasterers, • Painters and varnishers, interior decorators, • body and vehicle manufacturers, • Information, Automotive and Electrical Engineers, • Plumber and heating engineer, tank and apparatus builder,

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- Bakers, confectioners, butchers,
- Barbers
- glassblowers and glass apparatus makers,
- Chimney sweep
- Orthopedic technician and dental technician.

A complete list can be found in Appendix A to the Crafts Code (HwO). The craft does not have to be practiced as a whole. Essential (partial) activities can also be carried out.

Attention: You may only ever practice the craft that is subject to approval and has been registered. If several crafts subject to authorisation are practised, each of these crafts subject to authorisation must normally be entered in the register of craftsmen.

Erforderliche Unterlagen

1. In the case of sole proprietorships:

- Copy of identity card or comparable identification document
- Proof of the qualification (e.g. copy of master craftsman's certificate, technician's certificate) of the owner or the employed management (see more details under 5.)
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

2. In the case of partnerships under civil law (GbR):

- Copies of the identity card or a comparable identification document of the shareholders or authorized representatives
- Copy of the articles of association (unless informally concluded)
- Proof of the qualification (e.g. copy of master craftsman's certificate, technician's certificate) of the partner or employed management (see more details under 5.)
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

3. In the case of commercial partnerships with legal capacity, i.e. the general partnership (OHG), limited partnership (KG) and corresponding foreign company

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forms:

- Copies of the identity card or a comparable identification document of the shareholders or persons authorized to represent the company
 - for proof of entrepreneurial legal form:
 - at the company's registered office in Germany:
 - in the case of companies entered in the commercial register: extract from the register, in the case of the OHG additionally a copy of the articles of association
 - if no entry in the register has been made: copy of the articles of association
 - in the case of foreign legal forms:
 - Extract from the register of the competent foreign register in the case of companies entered in registers, otherwise
 - Copy of the articles of association
 - Proof of qualification (e.g. copy of master craftsman's certificate, technician's certificate) of the shareholder(s) or salaried management (see more details under 5.)
 - Copy of the business registration (can be submitted later after entry in the register of craftsmen)
4. In the case of legal entities (limited liability company (GmbH), entrepreneurial company (limited liability) or UG (limited liability), stock corporation (AG), registered cooperative (eG)):
- Copies of the identity card or a comparable identification document of the persons authorized to represent the company
 - for proof of entrepreneurial legal form:
 - at the company's registered office in Germany: Excerpt from the commercial or cooperative register
 - in the case of foreign legal forms: extract from the register of the competent foreign register
 - Copy of the business registration (can be submitted later after entry in the register of craftsmen)
 - Management details: see 5.

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5. If a farm manager is employed, the following documents must also be submitted:

- Statement of the Principal
- Proof of management activities (copy of the employment contract)
- Proof of social security of the management
- Proof of qualification from the management (e.g. copy of master craftsman's certificate, technician's certificate, exemption permit)

Note: If you employ a second person as a farm manager – for example if you carry out several trades subject to approval – you must also submit the farm manager's declaration with further documents mentioned under 5 for this person.

Voraussetzungen

- Completed master craftsman's examination in
 - the craft you want to practice or
 - in a craft subject to authorisation related to that craft
- The Crafts Code also provides for provisions according to which you or your management
 - as a graduate engineer,
 - with a Bachelor's or Master's degree or
 - can be entered in the register of craftsmen with a German state or state-recognized examination equivalent to the master craftsman's examination.

The prerequisite is that the study or school focus of your examination corresponds to the craft to be registered.

- In addition, there is the possibility of granting an exemption permit or right to exercise.
- For nationals of a member state of the European Union (EU), the European Economic Area (EEA) and Switzerland, there are special regulations for the recognition of professional qualifications within the framework of an exemption procedure.
- In addition, equivalence can be determined for professional qualifications acquired abroad.

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Kosten	<p>The specific fee can be found in the schedule of fees of the Chamber of Crafts, which can be accessed on the Chamber's website.</p>
Verfahrensablauf	<p>Registration in the register of craftsmen is made electronically via online service or in writing at your local Chamber of Crafts.</p> <p>Online application</p> <ul style="list-style-type: none"> • Go to the website of your local Chamber of Crafts or to the service portal of your federal state and select the right online service. • The online service guides you step by step through the application. • You can submit the required documents digitally. <p>Written application</p> <ul style="list-style-type: none"> • Download the application form from the website of your local Chamber of Crafts. • Alternatively, you can also have the required documents sent to you via the local Chamber of Crafts. • Fill out the form and send it to your local Chamber of Crafts together with the required evidence. • The competent Chamber of Commerce examines the documents. • If you meet the registration requirements, you will receive a written notification of registration. • Together with the notification of registration, your company will receive the so-called craft card (§ 10 para. 2 HwO).
Bearbeitungsdauer	<p>The processing time depends on the completeness of the submitted documents. If all documents are complete and no further procedure is necessary, the registration in the register of craftsmen can be completed within a few days. Other procedures extend the processing time, such as the granting of an exemption permit.</p>
Frist	<p>Notification of craft activity: before the start</p>
weiterführende Informationen	

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Hinweise

Under the links below you will find:

- Advice from your Chamber of Crafts – contact details of the Chambers of Crafts
 - the Ordinance on Related Crafts
 - a list of all skilled trades subject to authorisation
- <https://www.handwerkskammer.de/>
https://www.gesetze-im-internet.de/hwo/anlage_a.html
<https://www.hwk-bls.de/datenschutz>
<https://www.hwk-hannover.de/artikel/datenschutz-bei-der-handwerkskammer-hannover-23,684,4765.html>
<https://www.hwk-hildesheim.de/artikel/datenschutz-und-datenschutz-grundverordnung-dsgvo-24,0,2072.html>
<https://www.hwk-oldenburg.de/>
<https://www.hwk-osnabrueck.de/datenschutz/>
<https://www.hwk-aurich.de/datenschutz>
<https://www.handwerkskammer.de/>
https://www.gesetze-im-internet.de/hwo/anlage_a.html
<https://www.hwk-bls.de/datenschutz>
<https://www.hwk-hannover.de/artikel/datenschutz-bei-der-handwerkskammer-hannover-23,684,4765.html>
<https://www.hwk-hildesheim.de/artikel/datenschutz-und-datenschutz-grundverordnung-dsgvo-24,0,2072.html>
<https://www.hwk-oldenburg.de/>
<https://www.hwk-osnabrueck.de/datenschutz/>
<https://www.hwk-aurich.de/datenschutz>

Rechtsbehelf

In the context of the information on legal remedies, legal action applies in Lower Saxony, as there is no longer any provision for preliminary administrative proceedings.

Kurztext

- Craft register registration.
- Craft register as a register of all owners of a business of a craft subject to approval in the standing trade (not itinerant trade or market traffic), exercised by natural and legal persons as well as partnerships with legal capacity.
- Recording of the management of the respective company.
- Legal obligation to register in the register of craftsmen.
- Deadline: Immediately upon commencement of craft activity.
- Application in writing or online with authentication.

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	<ul style="list-style-type: none"> • Application form for download on the website of the responsible Chamber of Crafts or online application via administrative portals. • The registration fees are set out in the schedule of fees of the respective Chamber of Crafts, which can be viewed on the Chamber's website. • Responsible: Chamber of Crafts in whose district the commercial establishment is located.
Ansprechpunkt	<p>The responsibility lies with the Chamber of Crafts in whose district the (future) permanent establishment is located.</p> <p>https://service.niedersachsen.de/dlp/ea https://service.niedersachsen.de/dlp/ea</p>
Zuständige Stelle	
Formulare	
Ursprungsportal	Entry in the register of craftsmen, Eintragung in die Handwerksrolle