

99088035036000, 99088035036000

School report replacement

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/108329607/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99088035036000, 99088035036000
Leistungsbezeichnung I	School report replacement
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Schulangelegenheiten (088)
Verrichtungskennung	Ersatz (036)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Kinderbetreuung (1020200), Schule (1030100)
Einheitlicher	

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Ansprechpartner	Nein
Fachlich freigegeben am	05.06.2020
Fachlich freigegeben durch	Ministry of Education, Youth and Sport Department 14
Handlungsgrundlage	https://bravors.brandenburg.de/gesetze/bbgschulg#58 https://bravors.brandenburg.de/verwaltungsvorschriften/vv_zeugnisse https://bravors.brandenburg.de/verordnungen/gv https://bravors.brandenburg.de/verordnungen/sek_i_v https://bravors.brandenburg.de/verordnungen/gostv https://bravors.brandenburg.de/verordnungen/bsv https://bravors.brandenburg.de/verordnungen/zbwv https://bravors.brandenburg.de/verordnungen/nschpv#11 https://bravors.brandenburg.de/gesetze/bbgschulg#58 https://bravors.brandenburg.de/verwaltungsvorschriften/vv_zeugnisse https://bravors.brandenburg.de/verordnungen/gv https://bravors.brandenburg.de/verordnungen/sek_i_v https://bravors.brandenburg.de/verordnungen/gostv https://bravors.brandenburg.de/verordnungen/bsv https://bravors.brandenburg.de/verordnungen/zbwv https://bravors.brandenburg.de/verordnungen/nschpv#11
Teaser	The replacement certificate is issued by the relevant school. Certificates are issued at the respective visiting school on request. Certain documents are required.
Volltext	<p>Pursuant to No. 7 (1) and (2) VV-Zeugnisse, replacements for destroyed or lost certificates as well as copies of certificates in the event of a change of name, insofar as there is a special interest in this, will be produced on request by the school that issued the original. If the issuing school no longer exists, the copy shall be issued by the state education authority in whose supervisory area the issuing school was located. Sentences 1 and 2 also apply if a change of first name in accordance with Section 1 (1) of the Transsexuals Act has been determined by a legally binding decision of the local court responsible for the place of residence and a copy of certificates is requested.</p>

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	<p>If duplicates, copies or transcripts are not available, the state education authority will issue a copy on the basis of other documents such as grade books and examination documents if a clear reconstruction is possible.</p>
Erforderliche Unterlagen	Identity card or passport as proof of identity
Voraussetzungen	<p>You have lost a degree certificate, leaving certificate or other certificate relevant to you. Other cases are destroyed certificates, a change of name if there is a special interest or if the first name has been changed at the competent local court due to a change of gender.</p>
Kosten	<p>Costs are usually incurred. A fee is usually charged for the issue of a replacement certificate and additional certified copies. Irrespective of whether these are issued by the school authority or whether this official act is carried out by the school management on behalf of the school authority, the fee statutes of the school authority apply. Pursuant to Section 4 (1) KAG, municipalities and associations of municipalities may levy fees. Pursuant to Section 2 (1) KAG, charges may only be levied on the basis of a statute. The statutes must specify the group of persons liable for the charge, the facts giving rise to the charge, the scale and rate of the charge and the date on which it falls due. In accordance with Section 5 (1) KAG, administrative charges may only be levied if the administrative service has been requested by the party concerned or if it directly benefits them.</p> <p>For official acts of the MBS and its subordinate departments, such as the state education authorities, fees are charged in accordance with the scale of fees in the MBS scale of fees. In accordance with number 8.1 of the fee schedule in the annex to the MBS fee schedule, an administrative fee of €40.00 is currently charged for duplicates of school/graduation certificates in accordance with § 58 BbgSchulG in conjunction with number 7 of the administrative regulations on school certificates, § 11 NschPV.</p>
Verfahrensablauf	<p>You should apply for a replacement certificate in person at your former school. The school must verify</p>

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	your identity in a suitable manner (e.g. by presenting proof of identity). If possible, a replacement certificate will then be issued. The replacement certificate will then replace the lost or destroyed original.
Bearbeitungsdauer	A few days to a few weeks.
Frist	There are no deadlines for applying for a replacement certificate. However, the applicable retention and archiving periods should be taken into account as far as possible, as it may no longer be possible to issue a replacement certificate once these have expired.
weiterführende Informationen	
Hinweise	According to number 6 paragraph 1 VV-Zeugnisse, certificates and attestations must be issued in original. A copy is to be included in the student files. Copies must be marked as such. A replacement for the original can often be produced on the basis of this duplicate/copy.
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> - School report replacement - Replacement after informal application - Application necessary - Responsible: the school attended or the state education authority if the school no longer exists.
Ansprechpunkt	the school that issued the original certificate
Zuständige Stelle	The respective school is responsible for issuing the replacement certificates within the retention period. The responsible state education authority is then responsible for issuing the replacement certificates.
Formulare	As a rule, a personal appearance is necessary.
Ursprungsportal	Schulzeugnis Ersatz, School report replacement