

99108057036000, 99108057036000

# Replace workshop card due to theft or loss

Heruntergeladen am 17.06.2025

<https://fimportal.de/xzufi-services/110199091/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99108057036000, 99108057036000
Leistungsbezeichnung I	Replace workshop card due to theft or loss
Leistungsbezeichnung II	
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Straßenverkehr (108)
Verrichtungskennung	Ersatz (036)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Fahrerlaubnis und Sachkenntnisse (2110100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	06.12.2022
Fachlich freigegeben durch	Ministry of Social Affairs, Health, Integration and Consumer Protection
Handlungsgrundlage	§Section 4 (4) FPersV
Teaser	If you are commissioned to calibrate and/or install tachographs and the existing card has been lost, you will need a workshop card to carry out these tasks.
Volltext	<p>The workshop card is a tachograph card that is issued to an authorized tachograph manufacturer, installer, vehicle manufacturer or workshop. It identifies the card holder and enables the tachograph data to be checked, calibrated and downloaded.</p> <p>The workshop card is used by specialists at workshops authorized in accordance with § 57b StVZO who install and calibrate digital tachographs, as well as by tachograph manufacturers. It is PIN-protected and valid for 1 year. The PIN number is sent to the technician's home address</p> <p>When submitting the application, the approval or commissioning of the workshop in accordance with § 57b StVZO and proof of training of the responsible specialist (technician) must be submitted. The documents must not be older than 3 years.</p> <p>The end of validity of the workshop card to be replaced corresponds to the end of validity of the previous workshop card if the remaining term is more than 185 calendar days. You can apply for a replacement if your workshop card is lost or stolen.</p> <p>Each responsible specialist may only be in possession of 1 workshop card per employment relationship.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>- Access to the ELSTER organization account, if applicable</li> <li>- Proof of entry in the commercial register or business registration</li> <li>- Proof of training of the specialist in accordance with the tachograph recording equipment training guideline</li> <li>- Proof of employment of the responsible specialist</li> <li>- Proof of recognition or commissioning of the</li> </ul>

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	<p>workshop in accordance with § 57b StVZO</p> <ul style="list-style-type: none"> <li>- As an authorized representative, a power of attorney or - as the owner of the company - an informal letter stating your name, address, date and place of birth.</li> <li>- If applicable, confirmation from the police regarding the theft report</li> </ul>
Voraussetzungen	The workshops recognized and commissioned in accordance with § 57b StVZO, manufacturers of tachographs and vehicle manufacturers are entitled to apply.
Kosten	47 Euro
Verfahrensablauf	<p>You can apply for the replacement of your workshop card with the required documents and information online or on site at the driving license authority.</p> <ul style="list-style-type: none"> <li>• To identify yourself online and check your documents, you must have the option of online authentication via a company account and digital upload of the required documents.</li> <li>• You can pay for the application online via a payment service provider.</li> <li>• The creation of a workshop card is subject to a fee.</li> <li>• As part of the application process, you must provide all the required information and submit or upload documents.</li> <li>• The responsible office will check your details for completeness and accuracy.</li> <li>• The personalized workshop card will be issued to the company against confirmation of receipt.</li> <li>• The required identification number (PIN number) will be sent directly to the responsible specialist at the private address provided</li> </ul> <p>Note:</p> <p>If serious violations (including both criminal offenses and administrative offenses) are detected when the card is first issued, the workshop card may be refused and the application rejected.</p> <p>If necessary, administrative offense or fine proceedings will then be initiated.</p>
Bearbeitungsdauer	5 working days (after receipt of application)
Frist	7 working days

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weiterführende Informationen	
Hinweise	For each application for replacement of a workshop card due to theft or loss, the company must provide proof that the assigned specialist (technician) is still employed by the company. Written proof of the employment relationship must be signed by both the employer and the authorized specialist (technician).
Rechtsbehelf	Contradiction
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card replacement</li> <li>• Replacement of a workshop card due to theft or loss</li> <li>• For garages</li> </ul>
Ansprechpunkt	
Zuständige Stelle	Contact your local driving license authority.
Formulare	
Ursprungsportal	Replace workshop card due to theft or loss, Werkstattkarte wegen Diebstahl oder Verlust ersetzen