

99088035036000

School certificate replacement

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/S1000020010000012922/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99088035036000
Leistungsbezeichnung I	School certificate replacement
Leistungsbezeichnung II	Loss of certificate
Typisierung	4a - Land: Regelung und Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">School leaving certificates</div> , <div lang="en-x-mtfrom-de">school</div> , <div lang="en-x-mtfrom-de">transcript</div> , <div lang="en-x-mtfrom-de">Leaving certificate</div> , <div lang="en-x-mtfrom-de">Diploma</div> , <div lang="en-x-mtfrom-de">Replacement certificate</div> , <div lang="en-x-mtfrom-de">New exhibition</div> , <div lang="en-x-mtfrom-de">Original certificate</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	

Modul	Sachverhalt
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	02.01.2024
Fachlich freigegeben durch	
Handlungsgrundlage	State Law Hamburg (landesrecht-hamburg.de)
Teaser	Have you lost a final or leaving certificate? You can obtain a replacement certificate from the school that issued the original certificate.
Volltext	If you have lost your school leaving certificate or diploma, you can contact your school up to 55 years after the certificate was issued to request a replacement certificate. If your school no longer exists, you must contact the Authority for Schools and Vocational Education. There you will find an overview of which schools keep the archives of the school that existed at the time when it was closed.
Erforderliche Unterlagen	Identification documents and other evidence that the school was attended.
Voraussetzungen	The school was attended and this can be proven.
Kosten	For the issuance of duplicate copies, administrative fees ranging from €6.80 to €60, depending on the administrative effort, are charged in accordance with the fee schedule for the school system and for areas of vocational training and general further education of 7 December 1993.
Verfahrensablauf	To apply for a replacement certificate, contact the relevant school and make an appointment at the school office. You present yourself personally at the school during the appointment and request a replacement certificate. If the certificate is still at school, the school will issue you a replacement certificate.
Bearbeitungsdauer	Up to two weeks

Modul	Sachverhalt
Frist	No
weiterführende Informationen	https://www.hamburg.de/bsb/siz/6272080/verlorene-z-eugnisse/ https://www.hamburg.de/bsb/siz/6272080/verlorene-z-eugnisse/ https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulDSVHA2006pP4 https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulDSVHA2006pP4
Hinweise	There are no clues or special features
Rechtsbehelf	
Kurztext	If you lose a school leaving certificate, you can apply to the school for a replacement certificate up to 55 years after the certificate was issued. The certificates must be kept for this period. The retention provisions are set out in Section 4 of the School Data Protection Ordinance.
Ansprechpunkt	
Zuständige Stelle	School and Vocational Training Authority
Formulare	
Ursprungsportal	Behördenfinder Hamburg, Authority finder Hamburg (Currently this link is only available in german)