

99108057036003, 99108057036003

# Replace workshop card due to loss

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/403941661/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99108057036003, 99108057036003
Leistungsbezeichnung I	Replace workshop card due to loss
Leistungsbezeichnung II	Replace workshop card due to loss
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
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	Befähigungs- und Sachkundenachweise (2010200)
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	20.05.2025
Fachlich freigegeben durch	Federal Ministry of Digital Affairs and Transport (BMDV)
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	If you have lost your workshop card, you can apply for a replacement card at the relevant 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>The workshop card is used by your responsible specialists to install, test, calibrate and download data from digital tachographs.</p> <p>If your workshop card has been lost, you can apply for a replacement card from the responsible office as an entrepreneur or as a person authorized to represent the company or as an authorized representative. To do this, you must submit a current certificate of recognition or commissioning of the workshop for testing tachographs. This must not be older than 3 years.</p> <p>Your workshop replacement card remains valid until the same date as the lost original card - if it would have been valid for more than 6 months. The validity period does not start all over again.</p> <p>However, if the remaining term of the card is less than 6 months, you will get the card renewed. This is then valid again for one year.</p> <p>When the replacement card is issued, your previous</p>

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card loses its validity. If you do find the workshop card again, you must return it to the responsible office or the Kraftfahrt-Bundesamt (KBA). You may not continue to use it.

When applying for a replacement workshop card due to loss, you as the company must provide proof that the assigned specialist - is still employed by you and has been trained in accordance with the tachograph card and recording equipment training guidelines. The training certificate must not be older than 3 years.

The workshop card is PIN-protected. The personal PIN number is sent to the employee's home address. Employees may only have one workshop card per employment relationship and may only use it there. The workshop card is the property of the company.

## Erforderliche Unterlagen

- Application for issuance of a workshop replacement card due to loss
- verifiable documents concerning the name, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer
- proof of identity of the entrepreneur or the person or persons authorized to represent the company according to the law, articles of association or partnership agreement
- Proof of identity as well as notification of the native language of the specialist for whom the workshop card is being applied for
- Proof of training of the responsible specialist in accordance with the tachograph tachograph training guideline. not older than 3 years
- Proof of the employment relationship of the responsible specialist
- Proof of recognition or commissioning of the workshop (according to § 57b StraßenverkehrsZulassungs-Ordnung) Not older than 3 years
- written declaration of loss
- at the request of the competent body, the holder of the workshop card must, if necessary, provide an affidavit stating that and for what reasons the workshop card cannot be returned

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Voraussetzungen	<ul style="list-style-type: none"> <li>• Your company is an officially recognized manufacturer of tachographs, a vehicle workshop authorized by the manufacturer, or an approved and recognized motor vehicle workshop.</li> <li>• Eligible to apply are you as the entrepreneur or a person authorized to represent or authorized representative or authorized person of the company.</li> </ul>
Kosten	
Verfahrensablauf	
Bearbeitungsdauer	5 Werktag(e)
Frist	1 Jahr(e) The workshop card is valid for one year.
weiterführende Informationen	<a href="https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&amp;v=2">https://www.balm.bund.de/SharedDocs/Downloads/DE/Rechtsvorschriften/Merkblaetter/Sozialvorschriften_Kontrollgeraetkarten.pdf?__blob=publicationFile&amp;v=2</a>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card replacement due to loss</li> <li>• apply for the replacement of a workshop card due to loss</li> <li>• Be able to make a request entrepreneurs or persons authorized to represent the company or persons with power of attorney</li> <li>• Workshop card is a tachograph card for approved manufacturers of tachographs, vehicle manufacturers, workshops as well as their responsible specialists (installers)</li> <li>• Workshop card used by specialists to install, test and calibrate digital tachographs and download their data</li> <li>• validity: 1 year</li> <li>• required documents among others: 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</li> </ul>

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applied for. Proof of training of the specialist in accordance with the tachograph and recording equipment training guidelines. not older than 3 years  
Written proof that the responsible specialist continues to work in the company or in the workshop. Proof of recognition or commissioning of the workshop (in accordance with § 57b of the Road Traffic Licensing Regulations) Not older than 3 years

- written declaration about the loss
- Responsible: different offices depending on the federal state, e.g. driving license authority, TÜV, Dekra or others

## Ansprechpunkt

## Zuständige Stelle

## Formulare

## Ursprungsportal

Werkstattkarte wegen Verlust ersetzen, Replace workshop card due to loss