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Apply for registration in the Register of Craftsmen with a special permit

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/398317072/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99058007060015, 99058007060015
Leistungsbezeichnung I	Apply for registration in the Register of Craftsmen with a special permit
Leistungsbezeichnung II	Apply for registration in the Register of Craftsmen with a special permit
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Anerkennung von Qualifikationen zum Zwecke der

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	Beschäftigung in einem anderen Mitgliedstaat
Lagen Portalverbund	Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.09.2022
Fachlich freigegeben durch	The Senator for Economics, Labour and Europe of the Free Hanseatic City of Bremen
Handlungsgrundlage	§ 6 (1) Crafts Code (HWO) § 7 (3) Crafts Code (HWO) https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html https://www.gesetze-im-internet.de/hwo/_8.html https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html https://www.gesetze-im-internet.de/hwo/_8.html
Teaser	<p>If taking the master craftsman's examination for the purpose of practising a craft subject to authorisation is an unreasonable burden for you, a register of craftsmen on the basis of an exemption permit may be considered.</p>
Volltext	<p>The entry in the register of craftsmen is necessary if you want to operate a craft in Germany that requires approval.</p> <p>Registration in the Register of Craftsmen is possible for:</p> <ul style="list-style-type: none"> • natural or legal persons, and • partnerships with legal capacity. <p>This also applies if:</p> <ul style="list-style-type: none"> • You wish to independently exercise a substantial part of a craft subject to licensing. • You want to practice several crafts subject to approval independently. In this case, you need to be entered in the register of craftsmen for each craft subject to approval. <p>The management of a craft business must have the</p>

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technical prerequisites (proof of qualification) for the exercise of the craft subject to licensing. Both owners of a craft business and salaried persons can be considered as business managers. In the latter case, the application for registration shall be accompanied by a manager's declaration and supporting documents.

If the master craftsman's examination is an unreasonable burden for you, you can also apply for entry in the register of craftsmen with an exemption.

Exceptions may include:

- advanced age
- family situations,
- serious illness or disability,
- existence of other tests,
- long waiting times for master craftsman's examinations.

Each reason for exemption will be examined on a case-by-case basis. In addition, you must prove knowledge and skills that are necessary for practicing the craft. The exemption may be granted with ancillary provisions. For example, the granting of a temporary exemption is conceivable if taking the master craftsman's examination is only temporarily unreasonable.

Erforderliche Unterlagen

Sole proprietorship:

- Copy of identity card or comparable identification document
- Exemption for entry in the Register of Craftsmen
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

Companies under civil law (GbR):

- Copies of identity cards or comparable identification documents of the shareholders or authorised representatives
- Copy of the articles of association (unless informally concluded)
- Exemption for entry in the Register of Craftsmen

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- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

Commercial partnerships with legal capacity of the general partnership (OHG), limited partnership (KG) and corresponding foreign company forms:

- Copies of identity cards or comparable identification documents of the shareholders or authorised representatives
- for proof of entrepreneurial legal form at company headquarters in Germany: for companies entered in the commercial register: extract from the register, for the OHG additionally a copy of the articles of association if no registration has been made: copy of the articles of association
- for proof of the entrepreneurial legal form for foreign legal forms: Extract from the register of the competent foreign register for companies entered in registers, otherwise
- Copy of the articles of association
- Exemption for entry in the Register of Craftsmen
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

Legal entities – Gesellschaft mit beschränkter Haftung (GmbH), haftungsbeschränkte Unternehmersgesellschaft (UG), Aktiengesellschaft (AG), eingetragene Genossenschaft (eG):

- Copies of identity cards or comparable identification documents of authorised representatives
- for proof of entrepreneurial legal form at company headquarters in Germany: Extract from the commercial or cooperative register
- for proof of entrepreneurial legal form 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

- When employing a manager, the following documents must also be submitted:

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	<ul style="list-style-type: none"> • Plant manager's declaration • Proof of management activity (copy of employment contract) • Proof of social security of the management • Exemption for entry in the Register of Craftsmen
Voraussetzungen	<ul style="list-style-type: none"> • The master craftsman's examination must represent an unreasonable burden for you. • They must have knowledge and skills to practice the craft. • On the basis of the exemption granted permit, you can have the register of craftsmen registered.
Kosten	The specific fee can be found in the list of fees of the Chamber of Crafts, which is available on the Chamber's website.
Verfahrensablauf	<p>You must apply for entry in the Register of Craftsmen online or in writing at the Chamber of Crafts responsible for you.</p> <p>Online application:</p> <ul style="list-style-type: none"> • Various administrative portals of the federal states offer an online application. • In addition, the chambers of crafts offer online access to their administrative procedures. <p>Written request:</p> <ul style="list-style-type: none"> • Go to the website of your local Chamber of Crafts and download the application form. You are also welcome to contact your Chamber of Crafts directly and have the necessary documents sent to you. • Fill out the form completely and send it together with the required documents to your local Chamber of Crafts. • The application, reason for exemption and supporting documents are examined by the Chamber of Crafts. • The Chamber of Crafts will decide on your application and inform you about it. <p>In the event of a positive decision, you can be entered in the register of craftsmen. Together with the notification of registration, the company receives the</p>

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	so-called craft card.
Bearbeitungsdauer	
Frist	You can only practise a craft subject to authorisation once you have been entered in the register of craftsmen. The required exemption for entry in the register of craftsmen must therefore be applied for at an early stage.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Register of craftsmen Registration of persons with an exemption according to §8 HwO • for the exercise of a craft subject to licensing, there is a legal obligation to be entered in the register of the Register of Craftsmen • Entry in the Register of Craftsmen is possible for: <ul style="list-style-type: none"> • natural or legal persons • and partnerships with legal capacity • In addition to the company, the management is recorded in the register of craftsmen. The management of a craft business must have the professional prerequisites (proof of qualification) for the exercise of the craft subject to licensing. Both the owner of a craft business and salaried persons can be considered as managers. • The required proof of qualification can be provided by a master craftsman's certificate for the respective craft, an equivalent domestic or foreign professional qualification, a right to practice or an exemption. • An entry in the Register of Craftsmen on the basis of an exemption permit can be made if the following conditions are met: <ul style="list-style-type: none"> • taking the master craftsman's examination represents an unreasonable burden (exceptional reason), which may be the case in the case of <ul style="list-style-type: none"> • advanced age, • special family situation, • serious illness or disability, • long waiting times for master craftsman's

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	<p>examinations.</p> <ul style="list-style-type: none"> • the master-like qualification for the craft to be practiced is proven. • The exemption may be provided with ancillary provisions, such as a time limit within which the master craftsman's examination must be taken. • Application form for download on the website of the responsible Chamber of Crafts or online application via administrative portals • Fees result from 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	Please contact the Chamber of Crafts in whose district the commercial establishment is located.
Zuständige Stelle	
Formulare	
Ursprungsportal	Eintragung in die Handwerksrolle mit Ausnahmegewilligung beantragen, Apply for registration in the Register of Craftsmen with a special permit