

99108057036003, 99108057036003

# Replace workshop card due to loss

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/219644762/L100038>

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	Thüringen
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

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Fachlich freigegeben am	24.04.2024
Fachlich freigegeben durch	Thuringian Ministry of Labor, Social Affairs, Health, Women and Family
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> <a href="https://www.gesetze-im-internet.de/fpersv/__8.html">https://www.gesetze-im-internet.de/fpersv/__8.html</a> <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> <a href="https://www.gesetze-im-internet.de/fpersv/__8.html">https://www.gesetze-im-internet.de/fpersv/__8.html</a>
Teaser	If you have lost your workshop card, you can apply for a replacement card from 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 and</li> <li>• their responsible specialists such as fitters or technicians.</li> </ul> <p>Your responsible specialists use the workshop card to install, check and calibrate digital tachographs and to download their data.</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 an authorized representative.</p> <p>When the replacement card is issued, your previous card loses its validity. If you do find the workshop card again, you must return it to the responsible office or the Federal Motor Transport Authority (KBA). You may not continue to use it.</p>

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The workshop card is PIN-protected. The personal PIN number is sent to the specialist at their private address. Skilled workers 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 the issue of a workshop replacement card due to loss
- documentary evidence of the name, legal representative, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer
- Proof of identity and notification of the native language of the specialist for whom the workshop card is requested
- Proof of training of the responsible specialist in accordance with the tachograph and recording equipment training guidelines not older than 3 years
- Proof of employment of the responsible specialist
- Proof of recognition or commissioning of the workshop (in accordance with Section 57b of the Road Traffic Licensing Regulations) not older than 3 years
- Written declaration of loss
- at the request of the competent authority, the holder of the workshop card must, if necessary, provide an affidavit stating that the workshop card cannot be returned and for what reasons

**Voraussetzungen**

- Your company is an officially recognized manufacturer of tachographs, a vehicle workshop commissioned by the manufacturer or an approved and recognized vehicle workshop.
- The following are eligible to apply You as the entrepreneur or an authorized representative authorized representative or authorized person of the company.

**Kosten**

Verwaltungsgebühr: 42€

**Verfahrensablauf**

- Complete the application, sign it and submit it together with all the necessary documents.
- Pay the administrative costs.
- The application and documents will be checked for completeness and payment and the card will be ordered from the Federal Motor Transport Authority.
- The card will be sent to you together with

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	the notification of costs. - Upon receipt, please confirm receipt with the enclosed confirmation of receipt.
Bearbeitungsdauer	1 - 2 Woche(n)
Frist	1 Jahr(e) Your workshop replacement card remains valid until the same date as the lost original card, provided it would have been valid for more than 6 months. The period of validity does not start again from the beginning. However, if the remaining term of the card is less than 6 months, you will receive a new card. It will then be valid again 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> <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	An appeal can be lodged against the decision.
Kurztext	<ul style="list-style-type: none"> <li>• Workshop card replacement due to loss</li> <li>• Request the replacement of a workshop card due to loss</li> <li>• be able to submit an application entrepreneurs or authorized representatives or authorized persons</li> <li>• Workshop card is a tachograph card for authorized manufacturers of tachographs, vehicle manufacturers, workshops and their responsible specialists (installers)</li> <li>• Workshop cards are used by specialists to install, check and calibrate digital tachographs and to download their data</li> <li>• Validity: 1 year</li> <li>• Required documents, among others: Name, legal representative, address and registered office of the workshop, tachograph manufacturer or vehicle manufacturer Proof of identity and notification of the native language of the specialist for whom the workshop card is requested 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</li> </ul>

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	<p>continues to work in the company or workshop Proof of recognition or commissioning of the workshop (in accordance with Section 57b of the Road Traffic Licensing Regulations) not older than 3 years</p> <ul style="list-style-type: none"> <li>• Written declaration of the loss</li> <li>• Responsible: different authorities depending on the federal state, e.g. driving license authority, TÜV, Dekra or others - Here: Thuringian State Office for Consumer Protection</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Replace workshop card due to loss, Werkstattkarte wegen Verlust ersetzen