

## Itinerant trade - apply for a permit

If you offer for sale or sell goods commercially outside your business establishment or without having a business establishment without a specific order in advance:

- \* offer goods for sale; or
  - \* solicit or purchase orders; or
  - \* offer services or seek out orders for services,
- you are operating a itinerant trade and require a permit for this from the competent public order office (itinerant trade card).

This includes in particular activities such as:

- \* visiting homes or businesses (door-to-door sales) without prior order,
- \* the offering of goods and services on the street or in public places,
- \* entertaining activities as a showman or in the manner of a showman (shops typical of folk festivals).

Any expansion of the commercial activity or the goods and services offered is subject to renewed approval and will be added to the existing itinerant trade card upon application.

The itinerant trade card is valid nationwide.

If you employ workers, they require a duplicate or certified copy of your itinerant trade card.

The itinerant trade permit, or a copy or duplicate, must be accompanied during the itinerant trade activity.

\*Activities that do not require an itinerant trade card\*

For some activities you do not need a itinerant trade card.

This applies, for example, to:

- \* the distribution of foodstuffs or other goods for daily use, if these are distributed by non-stationary, i.e. mobile, sales outlets at regular shorter intervals at the same place,
- \* the offering of printed matter for sale on the street (mobile newspaper sales).

In these cases, you only have to register this trade with the public order office responsible for your place of residence as a so-called itinerant trade card-free activity (see " More information)". There is no examination of personal reliability in these cases.

## Prerequisites

### Personal reliability

Reliability is checked on the basis of various forms of evidence. The applicant must provide information from the Federal Central Register (certificate of good conduct) and information from the Central Trade Register.

## Documents required

- Application for an itinerant trade card  
Possible online; or you can use the form.
- Identity document  
Identity card or other official identification document with photo (not required for electronic application).  
Residence permit if the applicant is not a national of an EU country.
- Certificate of good conduct for presentation to an authority  
To verify personal reliability, information from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).  
The information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business. The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")

<https://service.berlin.de/dienstleistung/120926/>

- Excerpt from the central business register for presentation to an authority  
To verify personal reliability, information from the central business register for natural persons is required for submission to an authority (document type 9).  
As a private individual, the information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business.  
Legal entities with their place of business in Berlin apply for it at their competent public order office.  
The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")

<https://service.berlin.de/dienstleistung/327835/>

- Up-to-date excerpt from the Trade Register  
Registered companies are required to submit an up to date excerpt from the Trade Register when applying. Legal entities that are in the process of being established (GmbH, AG) are required to submit their partnership agreement or statutes.

<https://www.handelsregister.de/>

- If applicable, certificate of instruction in accordance with the Infection Protection Act  
only required for the manufacture, treatment or placing on the market of foodstuffs within the meaning of §§ 42, 43 of the Infection Protection Act.

<https://service.berlin.de/dienstleistung/324295/>

## Forms

- Application for an itinerant trade card  
<https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/reisegew>

*erbe/\_assets/mdb-f122697-wi300\_rgk\_antrag\_03\_2014.pdf*

## Fees

- \* EUR 40.00 to EUR 500.00 per effort
- \* 50 of one hundred (50%) of the permit fee: alterations, extensions
- \* EUR 8.00 to EUR 20.00 per duplicate: Copies for employees

## Legal basis

- Trade Regulations (GewO) § 55  
*[https://www.gesetze-im-internet.de/gewo/\\_\\_55.html](https://www.gesetze-im-internet.de/gewo/__55.html)*
- Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))  
*<https://gesetze.berlin.de/perma?d=jlr-VwGebOBE2009V11Anlage>*

## More information

- Information by IHK Berlin  
*[https://www.ihk-berlin.de/Service-und-Beratung/recht\\_und\\_steuern/gewerberecht/reisegewerbekarte/4321806](https://www.ihk-berlin.de/Service-und-Beratung/recht_und_steuern/gewerberecht/reisegewerbekarte/4321806)*
- Information on handling food - Infection Protection Act  
*<https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerberecht/ifsg-2253518>*
- Apply for certificate of good conduct and central business register online - BfJ  
*[https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/Buergerdienste\\_node.html](https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/Buergerdienste_node.html)*
- Information about privacy  
*[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/\\_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/merkblatt-dsgv.pdf)*
- Activities that do not require an itinerant trade card  
*<https://service.berlin.de/dienstleistung/126432/en/>*

## Link to online processing

<https://www.berlin.de/ea/en/application/login-service-account-berlin/>

## Responsible authority

The application for a travel business card, a duplicate or a certified copy for employees must be submitted to the public order office responsible for the applicant's place of residence.

## Information on this location

### **Ordnungsamt Charlottenburg-Wilmersdorf (Zentrale Anlauf- und Beratungsstelle des Ordnungsamtes Charlottenburg-Wilmersdorf)**

#### **Organizational unit**

Zentrale Anlauf- und Beratungsstelle (ZAB)

#### **Responsibility**

<http://www.berlin.de/ba-charlottenburg-wilmersdorf/verwaltung/aemter/ordnungsamt/zentrale-anlauf-und-beratungsstelle/>

#### **Address**

Hohenzollerndamm 174-177  
10713 Berlin

#### **Current information on this location**

Die persönliche Sprechzeit findet ausschließlich für TERMIN-Kunden\*innen statt.

Es können nur Anliegen bearbeitet werden, die im örtlichen Zuständigkeitsbereich des Ordnungsamtes Charlottenburg-Wilmersdorf liegen.

Das Tragen einer FFP2-Maske im Dienstgebäude ist verpflichtend!

#### **Barrier-free access**

This facility is partially wheelchair accessible.

Handicapped parking space available.

A wheelchair-accessible elevator is available.

Rollstuhlfahrer nutzen bitte den Eingang Mansfelder Straße 16/ Brienner Straße

## Opening hours

Monday: geschlossen  
Tuesday: 9 - 12 Uhr  
Wednesday: geschlossen  
Thursday: 13 - 16 Uhr  
Friday: geschlossen

## Changes in opening hours

**ACHTUNG!!!**

Das Ordnungsamt Charlottenburg-Wilmersdorf bietet ab 9. August 2021 für Terminkunden und -kundinnen wieder die Möglichkeit, ihr Anliegen in einer persönlichen Sprechzeit zu erledigen. Bitte beachten Sie, dass nur Anliegen bearbeitet werden können, für die das Ordnungsamt Charlottenburg-Wilmersdorf örtlich zuständig ist!

Über die Sprechzeit hinaus stehen wir Ihnen weiterhin unter dem Bürgertelefon Tel. (030) 9029-29000, per E-Mail oder über das Onlineportal des Ordnungsamtes zur Verfügung.

Für die Erteilung von Erlaubnissen für Gaststättenbetriebe mit Ausschank alkoholischer Getränke (?Gaststätten Erlaubnisse?) ist eine Terminvereinbarung per E-Mail möglich.  
Wir bitten Sie um Verständnis.

Über das Bürgertelefon unter 030-9029 29000 erreichen Sie das Ordnungsamt täglich von  
Mo. und Di. 9.00 - 15.00 Uhr  
Do. 10 - 15.00 Uhr  
(ggf. Anrufbeantworter)!

Tiersprechstunde: Nach Voranmeldung!  
tel. Terminvereinbarung von Mo. - Fr. 09.00 - 12.00 Uhr unter der TelNr.: (030) 9029-18407 oder alternativ per E-Mail an: [vetleb@charlottenburg-wilmersdorf.de](mailto:vetleb@charlottenburg-wilmersdorf.de)

## Information for customers with an appointment

Es können nur Anliegen bearbeitet werden, die im örtlichen Zuständigkeitsbereich des Ordnungsamtes Charlottenburg-Wilmersdorf liegen.

Wir bitten um pünktliches Erscheinen. Verspätet zum Termin erscheinende Kunden\*innen können ggf. nicht mehr bedient werden.

Das Tragen einer FFP2-Maske im Dienstgebäude ist verpflichtend!

## Public transportation

U-Bahn Fehrbelliner Platz: U3, U7

Bus Fehrbelliner Platz: 101, 104, 115

## Contact

Telephone: (030) 9029 - 29000

Fax: (030) 9029 - 29039

Internet:

<http://www.berlin.de/ba-charlottenburg-wilmersdorf/verwaltung/aemter/ordnungsamt/>

E-mail: [ordnungsamt@charlottenburg-wilmersdorf.de](mailto:ordnungsamt@charlottenburg-wilmersdorf.de)

## Payment methods

You can pay in cash or with a debit card (Girocard) (with PIN) at this location.

PDF downloaded on 23.10.2021