

Pick up lost property

Would you like to collect a lost property? Find out more here.

Competent Department

- [Ordnungsamt | Referat 12 - Fundangelegenheiten](#)

Basic information

If you have lost something and the item has been handed in to the lost property department, you can collect it there.

Requirements

In order to recover a lost item, ownership must be proven.

What documents do I need?

- identity card or passport of the owner
- as representative of any person

one's own identity card or passport, as well as a power of attorney and an identity document of the person authorised to collect

- Proof of ownership

Proofs are for example:

- duplicate keys,
- proof of purchase,
- photos or
- other means of identification.

Procedure

- You have been informed by an inquiry or written notification from the Lost Property Department that your missing item has been handed in.
- You will be asked to describe the missing item and, if necessary, provide proof of ownership (purchase contract, registration number or similar).
- If you would like to collect a lost property item, this is only possible with an appointment.

- You can make an appointment by telephone or e-mail. You will find the contact details under "Responsible offices".
- Alternatively, we will be happy to send you your lost item by post.
- Fees or a finder's fee may be charged for collection. If sent by post, payment can be made by invoice.
- You will receive your property back upon presentation of proof and payment of the applicable fees.
- If the finder's fee is paid voluntarily by the person entitled to receive the lost property when it is collected, the Lost Property Department will forward the finder's fee to the finder.

Legal bases

- [§§ 965 - 984 Bürgerliches Gesetzbuch \(BGB\)](#)
- [Kostenverordnung für die Innere Verwaltung \(InKostV\)](#)

What deadlines must be paid attention to?

6 months Retention period.

Note: The ownership claim expires 3 years after the transfer of ownership to the finding person or the municipality.

How long does it take to process

Appointment 1 - 5 days.

The item will be returned immediately after proof of ownership.

What are the costs?

6,00 EUR For insurance certificates for bicycles not found and other lost property.

The other administrative fees are variable and are based on the Internal Administration Cost Ordinance (InKostV).

Possible statutory finder's fee