

# Apply for a permit to carry mail commercially

You always need a licence for the commercial transport of letters if you collect, forward or deliver letter mail items. For this permit, you must prove that you have the necessary reliability, capability and expertise.

## Competent Department

- [Bundesnetzagentur \(BNetzA\), Referat 317](#)
- [Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen \(BNetzA\)](#)

## Basic information

If you want to carry letters commercially, you must apply for a permit to do so.

You always need a licence for the commercial transport of letters if you collect, forward or deliver letter mail items. To obtain this licence, you must prove that you have the necessary reliability, ability and expertise.

If you are only carrying mail as an assistant for a licensed postal service provider, you do not need a license. You also do not need a licence if you are transporting letters that are enclosed with another item and relate exclusively to its contents (for example, an invoice).

## Requirements

- You must have registered your business
- You must not be overindebted or insolvent
- You must prove that you meet the requirements for reliability, efficiency and expertise

## What documents do I need?

- Excerpt from the commercial register, register of associations or similar

If the owner of a property is a legal entity (limited liability company, etc.), you will need an excerpt, e.g. from the commercial register, showing the power of representation, in addition to the power of attorney, in order to inspect the building file.

- Business registration
- further documentation

Additional documents may be required in individual cases.

# Procedure

You can apply for a licence to carry letter mail items in writing or by e-mail:

- Send the completed form together with the other documents to the Federal Network Agency by post or e-mail.
- You will then receive a separate advisory letter asking you to submit further information and documents.
- You will be assigned a contact person for the licensing procedure who will guide you through the process.
- The Federal Network Agency will inform you in writing whether you are granted the licence.

## More information

If you deliver letters of no more than 1,000 grams without permission, you can be fined up to 500,000 euros.

## How long does it take to process

6 weeks after submitting all documents

## What are the costs?

700,00 EUR Depending on the scope of the services requested and the type of company:  
EUR 175 - 700