

## Einheitlicher Ansprechpartner

If you want to do business or work in the state of Bremen, the website of the single point of contact will inform you about legal requirements and help you to complete administrative procedures quickly and easily online.

### Competent Department

- [Einheitlicher Ansprechpartner \(EA\) Bremen](#)

### Basic information

Would you like to do business or work in Germany? Do you need information and advice on applications and would like to complete formalities easily and from a single source online? This is what the Single Point of Contact network is for!

As part of a Europe-wide network (EU/EEA), the Single Points of Contact provide business-friendly access to the administration. They provide information on the requirements for starting and running a business.

The Points of Single Contact network consists of electronic portals and personal contacts.

The services of the Single Points of Contact include

- Information on requirements and procedures for taking up and carrying out entrepreneurial activities in Germany, including associated fees and documents to be submitted
- Information on requirements and procedures for the recognition of professional qualifications in Germany, including associated fees and documents to be submitted
- Electronic processing of administrative procedures required for the commencement and pursuit of entrepreneurial or professional activities
- Target groups are founders, companies and applicants for recognition of professional qualifications in Germany, the EU/EEA and third countries.

As an EU citizen, you have a legal right to the services of the Point of Single Contact. This is regulated by the EU Services Directive and the EU Directive on the recognition of professional qualifications.

In addition, the Points of Single Contact are an assistance and problem-solving service in accordance with the EU Regulation on a single digital gateway.

## Requirements

The single point of contact service can be used by

- Companies,
- Persons providing services,
- entrepreneurs and
- Persons who wish to have their professional qualifications recognized

From:

- the Federal Republic of Germany,
- a member state of the European Union (EU) or
- a member state of the European Economic Area (EEA), currently
- Iceland,
- Liechtenstein or
- Norway.

## Procedure

Go to the website of the single point of contact in the state of Bremen .

There you can determine the administrative procedures required for your project. As a rule, search functions and/or electronic assistants are available for this purpose.

You will then be directed to the relevant online procedures.

Depending on the procedure to be carried out, a written form or personal appearance may be required.

Details can be found in the relevant procedure descriptions.

## More information

### Languages

The services of the Point of Single Contact can be used in German and English.

Handling of procedures: German

### Required documents

The documents you need to submit depend on your specific project.

Please note:

Further information can be found on the website of the single point of contact.

## **What deadlines must be paid attention to?**

Deadlines in the processing of procedures depend on the respective procedure and can be found in the corresponding procedure descriptions. The deadline does not run until all documents have been submitted in full.

## **How long does it take to process**

Provision of information:

On the Internet portal: immediately

Requests by mail: usually up to 3 days.

Processing of procedures:

The processing time depends on the respective procedure and can be found in the corresponding procedure description.

## **What are the costs?**

The information services provided by the Points of Single Contact (PSCs) are free of charge in the state of Bremen.