

# Apply for professional recognition in judicial professions when training abroad

If you would like to work in one of the professions of legal assistant, legal and notary assistant, legal specialist or notary specialist and only have a foreign professional qualification, you can apply for the equivalence of your professional qualification to be determined.

## Competent Department

- [Hanseatische Rechtsanwaltskammer Bremen K.d.Ö.R.](#)

## Basic information

Trained legal assistants, legal and notarial assistants and legal and notarial specialists are particularly qualified employees in law firms and notarial offices who have extensive professional knowledge. For the following professions, a determination of the equivalence of a foreign professional qualification can be made at the Hanseatic Bar Association Bremen:

- Legal assistant,
- Lawyer's and notary's assistant,
- legal specialist:in.
- Notary specialist:in

## Requirements

Recognition of foreign professions is possible if the knowledge and skills acquired in the course of the completed foreign training correspond to the requirements for knowledge and skills set out in the Training Ordinance and Examination Regulations for the Conduct of Intermediate, Final and Retraining Examinations for the Profession of Legal Assistant and the Profession of Legal Assistant and Notary (issued by the Hanseatic Chamber of Lawyers Bremen as the competent body pursuant to sec. The requirements for the qualification as a legal secretary are set out in § 71 (4) and (9) of the Vocational Training Act (Berufsbildungsgesetz) or in the Examination Regulations for the Conduct of Further Training Examinations for Certified Legal Secretaries or in the Examination Regulations for the Conduct of Further Training Examinations for Certified Notary Public Secretaries. Detailed information can be found on the website of the Hanseatic Bar Association. You

will find the link there under "Further Information" - ""Where can I find out more?" - "ReNo training".

## What documents do I need?

- Proof of identity

Copy of identity card or passport

- Curriculum vitae in German language

(tabular list of education, training and employment to date)

- Certified copy of the proof of the educational qualification obtained abroad
- Proof of intention to purchase

(e.g. application for an entry visa for gainful employment, proof of contact with an employer).

- only required for persons who are not citizens of the EU/EEA/Switzerland or who live outside the EU/EEA/Switzerland.

- Notice:

All documents must be submitted in German. Documents and certificates must be submitted in the original and as a translation in certified form.

## Procedure

- Contact the Hanseatic Bar Association Bremen with your request.
- For this purpose, submit an appropriate application and the required documents.
- Originals must be submitted by mail or in person and will be returned after processing.

## Legal bases

- [§ 50a Berufsbildungsgesetz \(BBiG\)](#)
- [§ 4-7 Berufsqualifikationsfeststellungsgesetz \(BQFG\)](#)
- [§ 8 Abs. 1 Nr. 4 Berufsqualifikationsfeststellungsgesetz \(BQFG\)](#)

## More information

Please note that all documents must be submitted in German. Foreign documents/ certificates must be submitted in the original and as a certified translation. Additional documents and/or information may be requested.

## What deadlines must be paid attention to?

There are no deadlines to be met. The application can be submitted at any time.

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

3 months The average processing time is 3 months. This may be exceeded in individual cases.