

Replace registration certificate I - loss, theft

If your Part I registration certificate is lost or stolen, you will need a replacement for it.

Competent Department

- [BürgerServiceCenter-Stresemannstraße](#)
- [BürgerServiceCenter-Mitte](#)
- [BürgerServiceCenter-Nord](#)
- [Bürgeramt](#)

Basic information

If a vehicle registration document was still issued for the vehicle, the registration certificate Part I is issued as a replacement. It is not permissible to have the new registration certificate Part I (formerly: vehicle registration document) and the old vehicle registration document at the same time. The old vehicle registration document must be exchanged for the new registration certificate Part II.

Note:

If the registration certificate Part I that was thought to have been lost is found again after the replacement document has been issued, the document that has been found again must be handed in to the registration authority without delay.

Requirements

Notification of theft or confirmation of loss

What documents do I need?

- valid identity card, passport or electronic residence permit (eAT) as well as the original national passport of the applicant vehicle owner
- in case of representation with written power of attorney
 - Additionally: identity card or passport of the authorized person
- if necessary, additional confirmation from the police of the theft report
- valid test report on a general inspection

e.g. TÜV, DEKRA, GTÜ, KÜS, GTS, FSP

- Form notice of loss

signed by the principal in the case of representation

- if registered to companies

additionally:

- Current and valid business registration and, if available, current and valid excerpt from the commercial register (also as a copy)
- Power of attorney, if the person authorized to dispose does not personally submit the application on site

- Registration certificate part II (formerly: vehicle registration document)

If the ZB II is in the possession of a third party (e.g. leasing bank), you must arrange for it to be sent to the licensing authority. You can find more information on this in the service description under "Further information".

Procedure

The owner of the vehicle must submit the application for the issuance of a registration certificate Part I to the registration authority that assigned the registration number. A representative with a written power of attorney may also be appointed.

Legal bases

- [§ 5 Straßenverkehrsgesetz \(StVG\) \(Verlust von Dokumenten und Kennzeichen\)](#)
- [Gebührenordnung für Maßnahmen im Straßenverkehr \(GebOSt\)](#)
- [§ 13 Fahrzeug-Zulassungsverordnung \(FZV\)](#)

More information

If the ZB II is in the possession of a third party (e.g. leasing bank), it must be sent to the licensing authority. The change can only be made once the document has been received by the authority. As a rule, the ZB II is available at the licensing authority 2 to 3 weeks after it is requested. After completion, it is returned to the sender. The costs for storage and return are usually borne by the holder.

What are the costs?

12,00 EUR Additional fees may apply in individual cases.