

# Change registration certificate I

Please note that you can also use our online service for the desired service. You will find the link under "Further information" - Online service".

## Competent Department

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

## Basic information

Personal changes (in the case of first and last names, for example, due to marriage or divorce) must be changed in the registration certificates Part I and Part II.

An exclusive change of address is possible online under certain conditions. For more information, see the service description "Online - change of address in the registration certificate Part I (ZB I)".

## 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
- Registration certificate part I or vehicle registration document
- in case of change of address

it is not necessary to present the certificate of approval Part II.

BUT: If an old vehicle registration document is still available: this and the old vehicle registration document

- valid test report on a general inspection
  - e.g. TÜV, DEKRA, GTÜ, KÜS, GTS, FSP
- if registered to companies
  - in addition:
    - Current and valid business registration and, if available, current and valid extract from the commercial register (also as a copy)
    - Power of attorney if the authorized person 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 change must be applied for at the authority either in person or by a third party with written power of attorney. The representative must present the power of attorney and also the identity card or passport.

The registration authority automatically passes on changes relevant to vehicle tax to the main customs office.

Attention:

If the vehicle was purchased or leased on credit and the financing bank or the lessor has received the vehicle title or the registration certificate part II as security, the financing provider must be asked to send the document to the registration authority for amendment and proof of the right of disposal. Only when the document has been received by the authority can the amendment be made.

Once the change has been made, the document will be returned to the funding agency.

Note: In the event of a change of address (following a move within Bremen without a change of owner), it is not necessary to submit the registration certificate Part II.

## Legal bases

- [Gebührenordnung für Maßnahmen im Straßenverkehr \(GebOSt\)](#)
- [§ 15 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.

Old documents remain valid until new ones need to be issued due to changes in the details. It is not possible to have an old vehicle registration certificate and a new registration certificate part II or an old vehicle registration document with a new registration certificate part I at the same time.

In the event of a change of address within the registration district, a new registration certificate Part I will be issued. If the vehicle still has old vehicle documents, the new address can be entered once in the old vehicle registration certificate. If the address has already been changed once in the vehicle registration certificate, new papers must be issued.

Technical changes - if necessary - must also be entered. This also leads to a new issue of the registration certificate Part I and Part II. If the vehicle still has an old vehicle registration document, the changes generally lead to a new issue of the registration certificates Part I and Part II.

Attention:

The change must be reported by the owner of the vehicle. If the owner and keeper of the vehicle are different persons, the keeper is also obliged to report the change.

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

The change must be made as soon as possible.

### **What are the costs?**

12,00 EUR If a new Part II registration certificate must also be issued, additional costs will be incurred.

Additional fees may apply in individual cases.

Please note: If you use the online service, payment is only possible by credit card.