

# Modify registration certificate I - technical modification

In the event of technical modifications to the motor vehicle or trailer, the operating permit for the vehicle may expire. An assessment by an officially recognized expert for motor vehicle traffic is required as proof of compliance with the regulations. A new operating permit is issued by the registration authority after the expert opinion.

## **Competent Department**

- BürgerServiceCenter-Stresemannstraße
- BürgerServiceCenter-Nord
- Bürgeramt

## **Basic information**

If compliance with regulations is verified by a general operating permit (ABE) for vehicle parts or a parts certificate, an acceptance certificate is required, which may form the basis for the correction of the registration certificate Part I (old vehicle registration document) and the registration certificate Part II (old vehicle registration document) by the registration authority. This does not apply to vehicle parts if the ABE does not stipulate an acceptance requirement.

## Tip:

Before installation or conversion, an officially recognized expert for motor vehicle traffic or a test engineer from a monitoring organization should be consulted to determine whether the type approval is affected or whether the modification can be approved at all and thus whether a positive expert opinion can be issued for a new type approval.

#### Note:

Certain technical modifications must be reported to the registration authority without delay and, depending on the type of modification and the proof required, must first be inspected by the technical inspection authority or an approved inspection organization (TÜV, DEKRA, GTÜ, KÜS, GTS, FSP). This includes, for example

- Changes to the vehicle class or the vehicle and body type
- Change in cubic capacity, rated power, fuel type or energy source
- Increase in the maximum design speed
- Reduction of the maximum design speed if this is relevant to the driving license or registration

- Modification of the permissible axle loads, the total mass, the drawbar load or trailer load
- · Increase in vehicle dimensions, except for passenger cars and motorcycles
- Changes to the number of seats or standing room in buses and coaches
- Changes to the exhaust or noise values, insofar as they affect vehicle tax or traffic bans
- Use of other wheel/tire combinations

## What documents do I need?

- Valid original identity card, passport or national passport including the electronic residence permit (eAT) 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
- 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".
- · Expert opinion or operating licence of the parts manufacturer
- Confirmation of acceptance by an approved testing organisation
  - ∘ e.g. TÜV, DEKRA, GTÜ, KÜS, GTS, FSP
- · valid test report on a general inspection
  - e.g. TÜV, DEKRA, GTÜ, KÜS, GTS, FSP
- Expert opinion or manufacturer's certificate
- · licence plates, if applicable
  - In the case of some technical changes that affect the total weight, the general inspection deadlines for the vehicles concerned may also change and the general inspection sticker must therefore be re-affixed accordingly.
- 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

# **Procedure**

The change must be applied for at the authority either in person or by a third party with written authorization. The representative must present the power of attorney and also an identity card or passport.

The registration authority automatically forwards any 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 lessor has received the vehicle registration certificate 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 as proof of authorization to dispose of the vehicle. The change can only be made once the document has been received by the authority.

Once the change has been made, the document is returned to the financing authority.

## Legal bases

- Gebührenordnung für Maßnahmen im Straßenverkehr (GebOSt)
- § 23 Straßenverkehrs-Zulassungs-Ordnung (StVZO)
- § 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.

It should be clarified in advance with the motor vehicle liability insurance whether the trip to the test organization or technical inspection body is covered, especially if the changes to the vehicle described above are involved.

# What deadlines must be paid attention to?

The change must be made as soon as possible.

## What are the costs?

12,00 EUR depending on the expert opinion or registration, further fees may be added 3,80 EUR If a new registration certificate Part II must also be issued.

Additional fees may apply in individual cases.

Fees and charges are to be paid to the organisations authorised to carry out technical acceptance tests, which cannot be described in detail here.