

# Registration in the legal services register of persons wishing to provide debt collection services

If you wish to provide debt collection services, you must register and be entered in the legal services register.

## Competent Department

- [Bundesamt für Justiz \(BFJ\) | Rechtsdienstleistungsregister](#)

## Basic information

If you wish to provide debt collection services on a commercial basis, you must register this activity in the legal services register.

You can be registered if you are personally suitable and reliable to carry out the activity and also have special expertise and can prove this accordingly. Important criteria for the required reliability are previous experience (in particular any criminal offenses) and financial circumstances.

Registration can be made subject to conditions or linked to requirements. Conditions can be imposed or changed at any time. In the area of debt collection services, a requirement may be imposed to forward third-party funds immediately to a person authorized to receive them or to pay them into a separate account. Legal services that are ancillary to another activity (e.g. collection of customer receivables assigned to a garage on account of performance) are exempt from licensing. Registration in the legal services register is not required for these services.

## Requirements

- Personal suitability and reliability.
- Theoretical and practical expertise in the area or sub-area of Section 10 of the Legal Services Act (RDG) in which the legal services are to be provided.
- Professional liability insurance.
- Legal entities and companies without legal personality must appoint at least one natural person who meets all the necessary requirements (qualified person). The qualified person must be permanently employed by the company, be independent of instructions and authorized to issue instructions in all matters relating to the company's legal services and be authorized to represent the company externally.

## What documents do I need?

- The following documents are required for the registration of natural persons:
  1. A completed application form. This can be found on the federal and state justice portal ([rechtsdienstleistungsregister.de](https://rechtsdienstleistungsregister.de)).
  2. A summary of the professional training and previous professional practice of the person to be registered.
  3. Documents proving the theoretical and practical expertise of the person to be registered.
  4. A certificate of good conduct for submission to the authorities in accordance with Section 30 (5) of the Federal Central Register Act (document type 0) (Please apply for this from the competent authority. The certificate of good conduct will then be sent directly to the Bremen District Court).
  5. Proof of professional indemnity insurance for the person to be registered (can be submitted later upon separate request).
  6. Information from the Central Trade Register for submission to the authorities in accordance with Section 150 (5) of the Trade Regulation Act.
  7. A description of the content of the intended activities (in particular information on the areas of law in which the debt collection activity is to be performed and whether and, if so, which other activities are to be performed as ancillary services)

## Procedure

You apply for registration in the legal services register in the area of debt collection services and submit the application together with the other documents to the responsible office.

The competent authority will review your application. As soon as all requirements have been met and all evidence has been provided, the competent authority will register you and publish the registration in the legal services register.

You will receive notification as to whether registration has taken place.

## Legal bases

- [§ 10 Rechtsdienstleistungsgesetz \(RDG\)](#)
- [§ 11 Rechtsdienstleistungsgesetz \(RDG\)](#)
- [§ 12 Rechtsdienstleistungsgesetz \(RDG\)](#)

## More information

Prohibition:

Persons or associations pursuant to Section 6 RDG, Section 7 para. 1 and Section 8 para. 1 no. 4 and 5 RDG may be prohibited from providing legal services for a maximum of 5 years if unqualified legal services are provided on a permanent basis to the detriment of those seeking legal services. Legal services register and public announcement: In

accordance with 16 RDG, a transnational legal services register will be set up. This serves to provide information free of charge to those seeking legal services, persons offering legal services, the legal profession and other public bodies. Persons who are permitted to provide legal services in one or more of the areas or sub-areas specified in Section 10 (1) RDG (debt collection services, pension advice and legal services in a foreign law) and persons or associations who have been definitively prohibited from providing legal services in accordance with Section 9 (1) RDG are publicly announced in the legal services register. The public announcement pursuant to section 16 para. 3 sentence 1 RDG is made several times a day by means of a central publication of all registration authorities on these pages. The publicly published data will be deleted if the requirements of Section 17 RDG are met.

Legal remedy/means of appeal:

Objection within one month

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

The exercise of an activity under the Legal Services Act (RDG) may only take place after registration. There are no application deadlines for registration.

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

A decision on the application must be made within a period of 3 months.

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

The fees for matters under the Legal Services Act (RDG) are determined in accordance with Section 1 (2) No. 3 of the Administration of Justice Costs Act.

150,00 EUR No. 1110 Registration in accordance with the RDG:

If a legal entity or a company without legal personality is registered, the fee also covers the entry of a qualified person in the legal services register.

150,00 EUR No. 1111 Registration:

Entry of a qualified person in the legal services register, if the entry is not covered by fee 1110 (per person)

75,00 EUR No. 1112 Revocation or withdrawal of registration.