

Applying for a permit for the regular temporary export of cultural property held by cultural property institutions in EU countries

If you are an institution preserving cultural property and wish to export parts of your collection from Germany to member states of the European Union (EU) on a regular and temporary basis, you can apply for a general open license for the export of cultural property.

Competent Department

- [Der Senator für Kultur, Referat 11 - Museen, Staatsarchiv Bremen, Landesarchäologe Bremen, Landesamt für Denkmalpflege, Obere Denkmalschutzbehörde, Kulturgutschutz](#)

Basic information

You have the option of applying for a general open license for the export of cultural goods to EU member states. This is particularly recommended if you frequently

- take part in public exhibitions,
- have cultural property restored or
- researchers are to have the opportunity to examine the cultural property

The general open license can be granted for a maximum of 5 years.

You can apply for a general open license from the competent authority of the federal state in which your institution has its headquarters.

Requirements

- They are an institution that preserves cultural property.
- They guarantee that the cultural property is reintroduced undamaged and in good time.

What documents do I need?

- Application form

Procedure

You can apply for a permit for the temporary export of cultural property in writing, purely online or hybrid.

If you wish to apply for the export permit in writing:

- Download the corresponding PDF form and fill it out.
- Print out the PDF form once on one side.
- The PDF contains 2 copies of the export license application.
- Both copies must be completed.
- Attach the necessary supporting documents to both copies.
- If necessary, sign and stamp the copies in the specified places.
- Send both copies and the relevant supporting documents by post to the competent authority.
- The competent authority will check your application and decide whether to issue the export license.
- If the decision is positive, the second copy will be provided with the license and sent back to you.
- Please carry this license with you when exporting the cultural object.
- If the decision on your application is negative, you will receive a written notification with a statement of reasons and information on legal remedies.

If you wish to apply for the export license online:

- Call up the online service.
- Authenticate yourself to your BundID account as a natural person or via My Company Account as an organization.
- Complete the online form and attach the required attachments.
- Submit the online form.
- Save the confirmation of submission provided for verification purposes.
- The remaining procedural steps are the same as the written procedure.
- An online decision is not yet possible.

If you wish to apply for the export license in hybrid form:

- Call up the online service.
- When you are asked for the identification method, click on "Without registration".
- Complete the online form.
- Submit the online form.
- Print the result PDF form once on one side in color.
- The PDF contains 2 copies of the export license application.
- Attach the missing documents to both copies.
- If necessary, sign and stamp the copies in the specified places.
- Send both copies and the corresponding supporting documents by post to the competent authority.
- The remaining procedural steps correspond to the written procedure.

Legal bases

- [§ 25 Kulturgutschutzgesetz \(KGSG\)](#)
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More information

- As an institution preserving cultural property, you can also apply for a general open license for exports to third countries.
- Third countries are all countries that are not part of the EU.

Legal remedy:

- Objection or, if the administrative act has been issued by a supreme state authority, an action for annulment or an action to compel.
- Further information can be found in the information on legal remedies of the respective administrative act in the specific individual case.

What deadlines must be paid attention to?

There is no deadline.

How long does it take to process

10 days

What are the costs?

gebührenfrei