

Applying for authorization for the regular temporary export of cultural goods to EU member states

If you wish to export a specific cultural good from your collection from Germany to member states of the European Union (EU) on a regular temporary basis, you can apply for a specific open license for export to EU member states.

Competent Department

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

Basic information

As the owner or legal possessor, you can apply for a specific open license for the export of cultural property to EU member states.

This is useful if you wish to export the cultural property regularly and temporarily from Germany to one or more EU member states.

An export is regular if the cultural goods are to be imported and exported several times within a certain period of time.

An export is also temporary if it is to take place for a maximum of 5 years.

Cultural goods include, for example

- Works of art,
- archaeological objects,
- archive material,
- manuscripts or
- antiques, such as furniture, musical instruments or jewelry.

Annex I of Regulation (EC) No. 116/2009 lists which objects count as cultural goods.

You must prove the origin of the cultural object with a proof of provenance. Suitable evidence can be, for example

- Proof of purchase or other acquisition such as

- purchase contracts
- invoices
- wills
- Insurance certificates
- Excerpts from auction and exhibition catalogs
- old photographs showing the work

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

You can apply for the specific open license from the competent authority of the federal state in which the cultural property is located.

Requirements

- You are the owner or legal possessor.
- You guarantee that the cultural property will be re-imported undamaged and in good time.
- You have submitted the required documents.

What documents do I need?

- at least one photo of the cultural asset to be exported in 9 x 12 cm format
- Proof of provenance
- optional:
 - Catalog
 - Catalog
 - Bibliography
 - Proof of value
 - further references

Procedure

You can apply for a permit for the temporary export of cultural property in writing, 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 accordingly.
- Attach the necessary supporting documents to both copies.
- Sign and stamp the copies if necessary.
- Send both copies and the corresponding supporting documents by post to the competent authority.
- The competent authority will examine 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 permit 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 with your BundID account (natural persons) or via My Company Account (organizations).
- 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 and submit it.
- 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

- [§ 26 Absatz 1 und 2 Kulturgutschutzgesetz \(KGSG\)](#)
- [§ 24 Kulturgutschutzgesetz \(KGSG\)](#)
- [Verordnung \(EG\) Nummer 116/2009 des Rates vom 18. Dezember 2008 über die Ausfuhr von Kulturgütern \(kodifizierte Fassung\) \(Verordnung \(EG\) Nummer 116/2009\). Anhang I](#)

More information

- As the owner or legal holder, you can apply for a specific 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 from receipt of the complete application documents.

What are the costs?

gebührenfrei