

Notify changes in the portfolio of professionally managed care services

Are you registered as a professional guardian? If there are any changes to the care services you provide, you must notify the home authority.

Competent Department

- [Örtliche Betreuungsbehörde](#)

Basic information

Once you have registered as a professional guardian, you have notification and verification obligations.

Professional guardians must immediately notify the parent authority of any changes in the number of guardianships they manage every 6 months.

You must submit the notifications and evidence of these changes yourself. There is no reminder to submit them.

The authority in whose district your registered office is located has local jurisdiction. If you do not have a place of business, the care authority at your place of residence is responsible.

Requirements

- You are registered as a professional caregiver.

What documents do I need?

- Proof of the changes in the portfolio of care services you provide

Procedure

You can send proof of the changes to the parent authority in the following ways

- in writing by post
- by e-mail
- via the special electronic public authority mailbox (beBPo)

You can find the contact details under "Responsible authority".

Legal bases

- [§ 25 Absatz 1 Satz 1 Betreuungsorganisationsgesetz \(BtOG\)](#)

What deadlines must be paid attention to?

From the time of registration, changes in the number of supervised persons must be reported every 6 months.

How long does it take to process

None.

What are the costs?

gebührenfrei