

Applying for a permit for the temporary export of cultural property to a third country

If you wish to export cultural property from Germany to a third country for less than 5 years, you require an export license.

Competent Department

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

Basic information

Cultural assets are of great importance for cultural understanding and for Germany's identity. They must be protected.

Cultural assets are, for example

- works of art
- archaeological objects,
- archives,
- manuscripts or
- antiques, such as
 - furniture,
 - musical instruments or
 - jewelry.

You can find out which objects count as cultural property and which value limits apply in Annex I of Regulation (EC) No. 116/2009 and on the website of the Federal Government Commissioner for Culture and the Media.

The financial value of the cultural object is the price paid within the last 3 years for a purchase or sale, otherwise a justified domestic estimated value at the time of application.

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

If you are the owner or an authorized third party, you can apply for an export permit from the state authority of the federal state in which the cultural property is located.

You can prove your ownership with a so-called proof of provenance. This documents the origin of your object. Suitable evidence can be, for example

- Proof of purchase or other acquisition
 - purchase contracts
 - invoices
 - wills
- Insurance certificates
- Excerpts from auction and exhibition catalogs
- old photographs showing the work

In the case of companies with several registered offices in Germany, the actual place of storage is not relevant. In this case, the state authority in which the company has its headquarters is responsible.

Requirements

- The object to be removed is a cultural asset.
- You are the owner of the cultural asset or an authorized third party.
- 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 to a third country by post, online or hybrid.

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

- Download the corresponding PDF form.
- The PDF contains 3 copies of the export license application.
- All 3 copies must be completed.
- Print out the PDF once.
- Attach the necessary supporting documents to all copies.
- The competent authority will check your application and decide whether to issue the export license. The competent authority will keep one copy for its files.
- If the decision is positive, 2 copies will be issued with the license and returned to you.
- Both copies must be submitted to the competent customs office of export together with the export declaration.
- The customs office of export confirms on both copies that it has inspected the export license and returns the first copy to you. The customs office of export keeps the second copy and returns it to the competent authority that issued the license.

- If the decision on your application is negative, you will receive a written decision with reasons and information on legal remedies.

If you wish to apply for the export license online:

- Call up the online service.
- Authenticate yourself with the 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" and "Continue".
- Complete the online form.
- Submit the online form.
- The PDF contains 3 copies of the export license application.
- Print out the resulting PDF form once on one side in color.
- Attach the missing documents to the copies.
- If necessary, sign and stamp the copies in the specified places.
- Send all 3 copies and the corresponding supporting documents by post to the competent authority.
- The remaining procedural steps correspond to the written procedure.

Legal bases

- [Artikel 2 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](#)
- [Abschnitt 2 Durchführungsverordnung \(EU\) Nummer 1081/2012 der Kommission vom 9. November 2012 zu der Verordnung \(EG\) Nummer 116/2009 des Rates über die Ausfuhr von Kulturgütern \(Verordnung \(EU\) Nummer 1081/2012\)](#)
- [§ 24 Kulturgutschutzgesetz \(KGSG\)](#)

More information

- You also need an export license for the temporary export of cultural goods to member states of the European Union (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?

None.

How long does it take to process

The processing time is 10 working days from receipt of the complete application documents.

What are the costs?

gebührenfrei