



## Published by

Darmstadt – City of Science  
Citizen centre and public order office  
Commissioner for „Intercultural Opening /  
Culture of Welcome“  
Grafenstraße 30  
64283 Darmstadt  
Email [gabriele.dierks@darmstadt.de](mailto:gabriele.dierks@darmstadt.de)  
Internet [www.darmstadt.de](http://www.darmstadt.de)

## Vehicle registration office

Rüdesheimer Straße 119 (TÜV premises)  
Building B  
64285 Darmstadt

Phone 06151 13 2245, 13 2246  
Fax 06151 13 2254, 13 4454  
Email [zulassung-stadt@darmstadt.de](mailto:zulassung-stadt@darmstadt.de)  
Internet <https://goo.gl/VxkFaL>



*Important information for your*

# motor vehicle registration

## Opening hours

Monday to Friday: 7.30 a.m. – 12.30 p.m.  
In addition on Wednesdays: 3.00 p.m. – 6.00 p.m.

**Last admission:  
30 minutes before closing time!**

Wissenschaftsstadt  
Darmstadt



The magistrate | Citizen centre and public order office  
Vehicle registration office

Which documents are required for ...	Certificate of title / reg. cert II	Certificate of registration / reg. cert. I	eVB-number <sup>1</sup>	SEPA direct debit mandate (form)	Valid original certificate of general technical inspection	Licence plates	Identity card or passport and certificate of residence	Power of attorney (form) and identity card of the person granting power of attorney	Additional information
<b>Change of address</b> <sup>2 3</sup> (Change of residence within Darmstadt)	(●)	●			●		●	●	If registration certificate I (certificate of registration) already contains an address label because of a change of address or if you still have the old vehicle documents (before 1st October 2005), the certificate of title must be submitted as well.
<b>Export licence plates</b> Export of a vehicle to a foreign country	●	●	yellow confirmation of coverage	●	●	(●)	●	●	Bring the licence plates if vehicles are still registered! Vehicles for EXPORT must ALWAYS be presented to the registration office prior to registration! If the place of residence is abroad please phone in advance for clarification.
<b>Decommissioning</b> (Immobilisation/deregistration)	(●)	●				●	●		If you decommission a vehicle for someone else: Clarify what to do with the vehicle and the licence plates! In case of scrapping: Bring the certificate of scrapping and the certificate of title /reg. cert. II!
<b>Historic licence plates</b> Change to historic licence plates	(●)	●	●		●	●	●	●	A report as § 23 StVZO [German road traffic licensing act] is required! In case of old vehicle documents (before 1st October 2005), the certificate of title must be submitted.
<b>Temporary licence plates</b> <sup>2</sup>	(●)	●	●		(●)		●	●	At the keeper's main place of residence or at the vehicle's location. Phone in advance if certificate of general technical inspection has expired and/or if place of residence is not in Darmstadt.
<b>Change of name</b> e.g. following marriage	●	●			●		●	●	Please note: Register with the residents' registration office first and have your identity card/passport updated! If applicable, submit the certificate of marriage or certificate of change of name.
<b>New registration</b> <sup>2</sup> always requires COC document (EU certificate of conformity)	●		●	●			●	●	In case of imports: Phone in advance for clarification! <b>IMPORTED vehicles must ALWAYS be presented to the registration office prior to registration!</b>
<b>Seasonal licence plates</b> Change of the season	(●)	●	●		●	●	●	●	The season must be noted below the number of the electronic confirmation of insurance cover. In case of old vehicle documents (before 1st October 2005), the certificate of title must be submitted.
<b>Technical changes</b> Registration in the vehicle documents	(●)	●			●		●	●	Expertise of an officially registered expert for motor vehicle traffic; an operating licence from Marburg-Biedenkopf may be required (in case of doubt phone in advance for clarification).
<b>Change of licence plates</b> <sup>2</sup> in case of loss or theft of licence plates	●	●			●	●	●	●	In case of loss a declaration given upon oath must be made in the registration office, in case of theft a confirmation of reporting to the police must be submitted (in case of doubt phone in advance for clarification).
<b>Change of registration</b> <sup>2</sup> for a vehicle with non-Darmstadt licence plates	●	●	●	●	●	(●)	●	●	Bring the licence plates if vehicle is still registered! <b>For IMPORTED vehicles: phone in advance for clarification!</b>
<b>Change of registration</b> <sup>2</sup> for a vehicle within Darmstadt	●	●	●	●	●	(●)	●	●	Current licence plates may only be used if they are intact and have the blue "European" strip!
<b>Change of registration keeping the current licence plate</b> <sup>2</sup> without change of registered keeper (throughout Germany)	(●)	●	(●)	●	●		●	●	If you still have the old vehicle documents (before 1st October 2005), the certificate of title and, if applicable, a new eVB number must be submitted.
<b>Re-registration</b> <sup>2</sup> following decommissioning/de-registration/immobilisation	(●)	●	●	●	●	(●)	●	●	Former licence plates may only be used if they are intact and have the blue "European" strip!

<sup>1</sup> eVB number: number of the electronic confirmation of insurance cover issued by the motor vehicle insurance (certificate of coverage). <sup>2</sup> For companies (legal entities) the following is required as well: excerpt from the commercial register, registration of business, power of attorney and copies of the identity cards of the authorised representatives. <sup>3</sup> Changes of address (not for legal entities) may also be registered with the residents' registration office as far as there is no address label in reg. cert. I (certificate of registration) yet.