

Special Notes

Appointment

Please note that visits are only possible with appointment. Use the online appointment system.



Online Registrations

Please check whether your request can also be handled online. Since 01.10.2019, various registration procedures can be carried out online without an appointment in person. You can find information on our homepage in the flyer “i-Vehicle: Internet-based Vehicle Registration”.

Justified Exceptions

In justified exceptional cases, additional special appointments may also be arranged. You can find examples of concerns eligible for special appointments on our homepage in the flyer “List of Justified Exceptions”.

Vehicle Tax Arrears/Charge Arrears

Registration of a vehicle is only possible if the vehicle owner has no vehicle tax residues at the Main Customs Office or charge arrears at a Vehicle Registration Office.



Opening Hours

Monday to Friday 7:30 – 12:30
Wednesday 15:00 – 18:00

Contact

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Important information
for your

Vehicle Registration



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City of Science



Which documents are required for...	Vehicle registration/ ZBT I	Vehicle title/ ZBT II	Insurance confirmation number (eVB) issued by the insurer	Proof of the main inspection (if the main inspection has already been carried out)	In the case of registered vehicles: sealed license plates	SEPA direct debit mandate for the collection of vehicle tax	ID card, additionally for companies: commercial register extract or business registration	If done by third parties: authorisation and identity card of the authorized representative	Additional information
Registration of a brand new vehicle		●	●			●	●	●	In the case of import vehicles, please contact us in advance for clarification regarding the submission of the required documents.
Change of owner of a vehicle within Darmstadt	●	●	●	●	● ¹	●	●	●	
Exchange of a vehicle within Germany to Darmstadt with change of owner	●	●	●	●	●	●	●	●	
Exchange of a vehicle within Germany to Darmstadt without change of owner together with license plate	●			●			●	●	
Exchange of a vehicle within Germany to Darmstadt without change of owner with license plate change	●	●		●	●		●	●	
Re-registration of a vehicle that has been put out of service (same owner)	●	● ²	●	●		●	●	●	
Name change (e.g. by marriage)	●	●		●			●	●	
Change of address (move within Darmstadt)	●			●			●	●	If there is no address label on your vehicle registration document, the address can also be changed as part of your re-registration at the Civil Registration Office.
Technical modification to the vehicle	●	● ³		●			●	●	Please note that some technical changes, due to the change, will void the existing operating license. In this case, you must apply for a new operating license from the district of Marburg-Biedenkopf BEFORE registration.
Loss/theft of license plate	●	●		●	● ⁴		●		Please note that in the event of loss/theft, an affidavit must be issued. This is not a representable act. So there can be no authorization here. In case of theft, a report is recommended at the same time.
Loss/theft of vehicle registration (ZBT I)		● ²		●			●		Please note that in the event of loss/theft, an affidavit must be issued. This is not a representable act. So there can be no authorization here. In case of theft, a report is recommended at the same time.
Loss/theft of vehicle title (ZBT II)	●			●			●		Please note that in the event of loss/theft, an affidavit must be issued. This is not a representable act. So there can be no authorization here. In case of theft, a report is recommended at the same time.
Putting a vehicle out of service	●				●		●	●	
Temporary license plate	● ⁵		●	●			●	●	The vehicle must not be registered and must be located in Germany.
Export license plate	●	●	● ⁶	●	●	●	●	●	If there is no domestic residence, an authorised receiving agent must be named.

1) only required for license plate change 2) only for financed vehicles: agreement of the security provider required 3) only required for the vehicle class, the capacity, the rated power, the fuel type or energy source change
4) if a license plate is still available, this must be presented 5) applicant must have his/her main residence in Darmstadt OR the vehicle must be demonstrably located in Darmstadt 6) special insurance confirmation card for export license plates.