

## Bank letter information (registration certificate part II) / note for financed or leased vehicles

Due to the current situation, please note the [Information on the homepage of the Citizens' Registration Office](#).

It is possible to query online whether a requested vehicle registration certificate (Zulassungsbescheinigung Teil II) has been received by the registration authority.

### Competent Department

- [BürgerServiceCenter-Stresemannstraße](#)
- [BürgerServiceCenter-Nord](#)
- [Bürgeramt](#)

### Basic information

The original registration certificate Part II (vehicle registration document) must be presented for a large number of registration matters.

If the registration certificate part II is not in your possession due to financing or transfer by way of security, you must arrange for the registration certificate part II to be sent to the vehicle registration office before your visit to the vehicle registration office.

You can use the "Bankbriefauskunft" link on the right to check whether the registration certificate part II has been received by the vehicle registration office by stating the ZB II number (vehicle registration number) and the registration number.

Please note that vehicle registration matters are processed at 2 different locations and that registration certificates Part II can be sent to both locations (BürgerServiceCenter-Stresemannstraße and BürgerServiceCenter-Nord). You must arrange for them to be sent to the location where you wish to process your request. Please clarify in advance whether it is possible to deal with your request at your desired location.

### Procedure

The applicant must arrange for the registration certificate Part II to be sent to the vehicle registration office.

After processing, the vehicle registration office will return the registration certificate Part II to the financing institution.

## **More information**

The registration certificate Part II (vehicle title) will be returned to the guarantor after two weeks, unless the guarantor grants other deadlines.

Please note that registration certificates Part II are regularly sent by registered mail. It may take three to five working days to send them.

## **What are the costs?**

15,30 EUR Dispatch and safekeeping of the registration certificate Part II  
plus further costs for the processing of the respective applications for admission