

## Applying for admission as an in-house lawyer

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### Competent Department

- [Hanseatische Rechtsanwaltskammer Bremen K.d.ö.R.](#)

### Basic information

Anyone wishing to work as an in-house lawyer needs to be admitted to the bar. After admission, the activity may be carried out under the professional title of lawyer (syndic lawyer) or attorney (syndic lawyer).

### Requirements

- Application
- General requirements for admission to the profession of lawyer
- Officially certified copy of the examination certificate on the acquisition of the qualification for judicial office according to the German Judges Act or
- No grounds for refusal of admission
- Activity in accordance with Section 46 (2) to (5) of the Federal Lawyers' Act (BRAO)
- Receipt of the administrative fee
- Swearing in

### What documents do I need?

- Examination certificate

Original/copy or officially certified copy of the examination certificate on the acquisition of the qualification for judicial office or on other admission requirement according to § 4 Federal Lawyers' Act (BRAO).

- Resume

Curriculum vitae with photograph indicating the name at birth.

- Questionnaire

Completed and signed questionnaire inquiring about the grounds for refusal of admission pursuant to Section 7 BRAO.

- If applicable: proof of the acquisition of an academic degree

Original/copy or officially certified copy of the doctoral degree certificate or proof of the acquisition of another academic degree.

- Employment contract

Original/execution or publicly certified copy of the employment contract(s), amendments and appendices.

If the employment contract does not regulate the professional independence in the exercise of the lawyer's activity: Supplementary agreement to the employment contract with assurance of professional independence of the employer and the applicant signed organization and activity description.

- Remark:

The competent body may require the submission of further evidence and original documents submitted will be returned immediately after processing.

- Extract from the Federal Central Register

Will be obtained from the bar association.

## Procedure

Please contact the Hanseatic Bar Association Bremen with your request for admission as an in-house lawyer. You can find the relevant application forms either here and/or on the website.

These must be completed, signed and sent to the bar association with the required documents.

If you have a corresponding post office box, you can submit the application via a citizen's post office box connected to the EGVP infrastructure. The way of e-mail and postal transmission is also open to you.

You can submit original documents in person or by mail. These will be returned after processing.

## Legal bases

- [§ 46a Bundesrechtsanwaltsordnung \(BRAO\)](#)
- [§ 46 Bundesrechtsanwaltsordnung \(BRAO\)](#)
- [§ 6 Bundesrechtsanwaltsordnung \(BRAO\)](#)

## What deadlines must be paid attention to?

It is pointed out that the application for admission as an in-house lawyer does not replace the application for exemption from the statutory pension insurance obligation at the Federal Pension Insurance. The application for admission to the Bar Association also has no effect in this context in terms of meeting the deadline.

## How long does it take to process

The processing time depends on the specific activity for which admission is requested and the completeness of the documents submitted. In addition, there is a dependency on the processing time of the Deutsche Rentenversicherung Bund, which is involved in the admission procedure.

## What are the costs?

Fees are charged in accordance with § 192 of the Federal Lawyers' Act (BRAO) in conjunction with the Fee Statutes of the Hanseatic Bar Association Bremen.