

School report - apply for a replacement if lost or after a name change

Have you lost a graduation or leaving certificate? Or do you have a new name registered at the registry office that is not your married name? Find out more here.

Competent Department

- [Die Senatorin für Kinder und Bildung](#)
- [Die Senatorin für Kinder und Bildung | Schulen der Stadtgemeinde Bremen](#)
- [Die Senatorin für Kinder und Bildung | Schulen der Stadtgemeinde Bremerhaven](#)

Basic information

You can obtain a replacement certificate or a certificate with your new name from the school that issued the original certificate.

To apply for a replacement certificate or a certificate issued in your new name, contact the school that issued the original certificate and make an appointment at the school office there.

At the appointment, you present yourself in person at the school. There you can apply for a replacement certificate.

Contact the secretariat of the school where you obtained the certificate to be replaced.

If your school no longer exists, contact the secretariat of the successor school. You can find this out from the school inspectorate at the Senator for Children and Education.

Requirements

You must take into account the retention periods for certificates.

Duplicates of graduation, leaving and examination certificates as well as examination lists and student archive files or files are kept for 50 years.

Examination papers from Abitur examination procedures or other examination papers and examination files are kept for 10 years.

What documents do I need?

- Identity card, passport or confirmation of registration
- Optional: Certificate from the registry office about the name change
- Old certificate or the remains thereof (if available)

Procedure

To request a replacement certificate or a certificate issued in your new name, contact the school that issued the original certificate and make an appointment at the school office.

At the appointment, you present yourself in person at the school. There you can apply for a replacement certificate.

If the school still has a duplicate of the certificate, the school will issue you with a replacement certificate.

Otherwise, contact the school inspectorate at the Senator for Children and Education. You can find the link under "Further information" - "Where can I find out more?" - "Responsibilities of the school supervisory authority".

Legal bases

- [Richtlinien über die Sicherung, Aufbewahrung und Aussonderung von Schriftgut in öffentlichen Schulen der Stadtgemeinde Bremen](#)

What deadlines must be paid attention to?

Not specified.

How long does it take to process

Not specified.

What are the costs?

Free of charge.