

State Office for  
civil and regulatory affairs

Driving licenses, passenger and goods transport department



State office for civil and regulatory affairs, Puttkamerstr. 16-18 Berlin

[Mr. / Ms.]

[First name] [Last name]

[Address] [House number]

[Zip code] [City]

Business sign  
(please always specify)

Room

Telephone: ☎ 030 90269-2300 Date

AB C XX XX/XXXXXX

XXX

Tel.: 90269 -  
intern: 9269-

DD.MM.YYYY

Mr Smith

Fax: 9028 - 3452  
Intern: 928-

Dear [Mr. / Ms.] [Last name],

on DD.MM.YYYY you submitted an application for a transfer of your foreign driver's license.

I have decided on your application and would like to ask you to come to the office at Puttkamerstraße 16-18 on **DD.MM.YYYY at HH:MM** to have the driving license issued (handing over of the driving license.) **Your waiting number is 235736.**

**Please ring the doorman's bell 10 minutes beforehand and then go to the waiting room on the 1st floor.** Due to the large number of customers who come to pick up their driver's license every day, I ask for your understanding if you have to wait.

Please bring this letter, a valid passport or ID and your original national driver's license.

I would like to point out that, according to my documents, you are no longer entitled to drive motor vehicles in the Federal Republic of Germany with your foreign driver's license.

Kind regards  
On behalf

Smith

This letter was created automatically and is therefore valid without a signature.