

Basic licence registration check / register

At the VDWS checkpoint you can easily register your basic licence or check whether your basic licence has already been registered. You will find the menu button "Check licence / Order card for (replacement) licence" under <https://cp.vdws.de/>.

Please enter your personal data. Important: fill in all fields marked in red! After entering the security code click on the green button "Search licences for this address".
Now there are two options:

1. Your basic licence is not yet registered in the checkpoint

The system informs you that "no license exists for the address entered in the database".

→ **You are in possession of the basic licence or the certificate:** Click on the green button "Register licence". Please fill in all fields marked in red in the mask and upload a photo/scan of both sides of your basic licence or certificate.

Your request will be forwarded to us for verification and approval. We will contact you by email as soon as possible to inform you about the process.

→ **If you have neither basic licence nor certificate in your possession,** you have the following possibilities:

Contact the school where you have passed the basic licence (the list of our member schools can be found at vdws.de/wassersportcenter) and find out whether it can confirm the basic licence. You are welcome to send us this confirmation by email, we will register the basic licence for you.

If you are not able to get hold of a confirmation, you have the possibility to get a new licence for a small fee by taking a short exam (theory exam + rules of way on the water) at any VDWS member school.

2. Your basic licence is registered in the checkpoint

The registered basic licence will be displayed.

In both cases you now have the possibility to enter your login data for your personal checkpoint profile, which you can use to view your basic licences in the future. Important: It is a default username you can change at will. Your password must be at least 8 characters long and contain upper and lower case letters as well as at least one special character.

Order waterproof card

You can also order a waterproof card at VDWS checkpoint.

To do this, please complete your address details in your account and upload a photo of yourself. This will appear on the card and serves as identification.

You can now click on "Order licence card" on the home page of your account or on "Licence card" in the left menu of the shop. In both cases, the basic licences registered under your name will appear and you can select the licenses to be ordered by ticking the box to the right of each licence.

Then the shopping cart will be displayed in the left menu. Click on "Show shopping cart" and then on the green button "Proceed to payment". Please enter the desired delivery address and select a payment method. By clicking on "Show shopping cart" and then on the green button "Proceed to payment" you will get to the overview of your order. There you can check your data once again and confirm our terms and conditions. Now you have the possibility to correct your data again by clicking the grey button "Back to payment options" or to complete the order by clicking the green button "Order".

You will be redirected to a page where you can check your payment details again and change them if necessary. By clicking the green button "Pay now" you then make the payment.

Finally, you will receive a confirmation e-mail to the given email address and your order will be processed shortly.