

Transfer of a residence permit to a new passport

Do you have a valid residence permit and have you received a new passport?
Then you should have your residence permit reissued ("transferred"). Because your current residence permit still refers to the old passport.

Please read the following notes before booking an appointment.

Is your residence permit only valid for a maximum of a further 6 months?

If so, please do not attend the Berlin Immigration Office before it is necessary to extend your residence permit. This will save you time and money.

Are you wanting to travel abroad?

If no appointments are available at short notice, you can still travel abroad.

Re-entry to Germany is easy, if your residence permit is still valid and you still have the old passport.

Take your old and new passports and your residence permit with you on your trip. However, we recommend that you enquire about the entry and exit conditions of the country you are visiting before you travel abroad (for example at the embassy of the country you are visiting).

Prerequisites

- Personal appearance by appointment is required

Transfers are made at the Citizens' Registration Offices or at the Berlin Immigration Office

generally only with an appointment.

Children must be present at the appointment from the age of 6.

- Main residence in Berlin

- Transfer in a Bürgeramt

You can generally have the transfer carried out at any Berlin Citizens Registration Office (Bürgeramt), as long as the following requirements are met:

- * You have the expired passport with your residence permit.
- * The residence permit was issued in Berlin.
- * Your old passport is complete;
- * There is no more than 6 months between the expiry date of the old passport and the date of issue of the new passport.
- * You have not resided outside the federal territory for a continuous period longer than 6 months.

- Transfer in the Berlin Immigration Office

If one of the above mentioned requirements for making the transfer at the Citizens Registration Office (Bürgeramt) is not met (e.g. old passport is no longer present, the residence permit was not issued in Berlin) the Berlin Immigration Office is responsible for the transfer.

Documents required

- Your new passport
- Your old passport
 - If your passport has been stolen and you have reported the theft to the police, please bring the report with you.
- Your residence permit
 - * Electronic residence permit (eAT) together with the supplementary sheet or
 - * Your old passport with the attached residence permit
- 1 aktuelles biometrisches Passbild
 - 35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background

https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf

Fees

- * For adults: 67.00 euros
 - * For minors: 33.50 euros
 - * For Turkish citizens, until the age of 24 years: 22.80 euros
 - * For Turkish citizens, from the age of 24 years: 28.80 euros
- Free of charge:
- * When presenting current proof of receiving benefits according to SGB II or XII or the Asylum Seekers Benefits Act
 - * Foreigners recognised as being entitled to asylum
 - * Foreigners with a granted refugee status within the meaning of Section 3 (1) of the Asylum Act
 - * Foreigners with a granted subsidiary protection status within the meaning of Section 4 (1) of the Asylum Act
 - * Resettlement refugees within the meaning of Section 23 (4) of the Act on the Residence
 - * Foreigners who receive a scholarship from public funds for their stay

Legal basis

- Aufenthaltsgesetz - AufenthG
 - http://www.gesetze-im-internet.de/aufenthg_2004/*

Average time to process request

about 4 to 5 weeks

Responsible authority

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- * You have not resided outside the federal territory for a continuous period longer than six months.

In all other cases: *Berlin Immigration Office*

Information on this location

Bürgeramt I in Köpenick

Address

Alt-Köpenick 21
12555 Berlin

Current information on this location

31.08.2020

Ab dem 1. September 2020 haben die Bürgerämter Treptow-Köpenick für Sie wie folgt geöffnet:

Montag 07:30 Uhr bis 15:30 Uhr
Dienstag 10:00 Uhr bis 18:00 Uhr
Mittwoch 07:30 Uhr bis 14:00 Uhr
Donnerstag 10:00 Uhr bis 18:00 Uhr
Freitag 07:30 Uhr bis 13:00 Uhr

Eine Terminbuchung ist online oder über die Behördenhotline ?115? möglich.

Besucherinnen und Besucher werden gebeten, im Bürgeramt unbedingt eine Mund-Nasen-Bedeckung zu tragen und die Abstandsregeln zu beachten.

Es steht ein begrenztes Terminkontingent für dringende Anliegen bzw. Notsituationen zur Verfügung. Hierfür nehmen Sie bitte Kontakt zur Hotline 90297-2241, in der Zeit von Montag bis Freitag von 08:00 - 15:00 Uhr auf.

Für alle Notfallkundinnen und -kunden gilt: Die Prüfung und Entscheidung über Notfälle obliegt der Mitarbeiterin oder dem Mitarbeiter der Hotline.

Der Informationstresen der Standorte bleibt aus Gründen des Gesundheitsschutzes vorerst weiterhin geschlossen.

Eine Vorsprache ohne Terminvereinbarung ist grundsätzlich nicht möglich.

Fertiggestellte Dokumente sind zu den genannten Öffnungszeiten ohne Termin ausschließlich im Bürgeramt 1 im Rathaus Köpenick abzuholen.

Wir bitten um freundliche Beachtung.

Ihr Amt für Bürgerdienste

Barrier-free access

This facility is fully accessible to wheelchairs.
Handicapped parking space available.
An elevator fully accessible to wheelchairs is available.
A WC fully accessible to wheelchairs is available.

Zugang für Rollstuhlfahrer durch die Tordurchfahrt Böttcherstraße

Opening hours

Monday: 07:30 - 15:30 nur mit Termin

Tuesday: 10:00 - 18:00 nur mit Termin

Wednesday: 07:30 - 14:00 nur mit Termin

Thursday: 10:00 - 18:00 nur mit Termin

Friday: 07:30 - 13:00 nur mit Termin

Changes in opening hours

Die aktuellen Öffnungszeiten gelten nur für Terminkunden. Die Abholung von Dokumenten ist ohne Termin möglich. Sonstige Spontankunden können nicht bedient werden.

Public transportation

S-Bahn Köpenick: S3

S-Bahn Spindlersfeld: S47

Bus Freiheit: 164, N67, N69, N90

Bus Rathaus Köpenick: 164

Tram Freiheit: 27, 60, 61, 62, 67, 68

Tram Rathaus Köpenick: 27, 60, 61, 62, 67, 68

Contact

Telephone: 115

Fax: (030) 90297-2845

Internet:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/amt-fuer-buergerdienste/buergeramt/>

E-mail:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/amt-fuer-buergerdienste/buergeramt/formular.971704.php>

Payment methods

You can pay in cash or with a debit card (Girocard) (with PIN) at this location.

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