

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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- * 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 six months.

In all other cases: *Berlin Immigration Office*

Information on this location

Bürgeramt 2.0 Ausbildungsbürgeramt Schlesische Str.

Address

Schlesische Straße 27 A
10997 Berlin

Current information on this location

16.07.2020

Wegen der Maßnahmen zur Eindämmung der Corona-Pandemie können die Berliner Ämter für Bürgerdienste noch nicht zu einem regulären Betrieb zurückkehren. Die aktuelle Lage ermöglicht eine schrittweise Erhöhung des Publikumsverkehrs, so dass die Bürgerämter ihren Service wieder erweitern. Der maximale Schutz der Kundinnen und Kunden sowie Mitarbeitenden hat jedoch auch weiterhin oberste Priorität. Spontanes Erscheinen ohne Termin ist nach wie vor aus Gründen des Infektionsschutzes nicht möglich.

Die Bearbeitung von Anliegen wie z.B. Anmeldung einer Wohnung, Beantragung eines Personalausweises oder Reisepasses erfolgt deshalb nur mit Termin. Terminvereinbarungen sind ab dem 25.05.2020 im Internet oder über die zentrale Behördennummer 115 möglich.

Bei dringenden Anliegen sowie die Abgabe und Abholung von Fundsachen sind Terminvereinbarungen über folgende Telefonnummer erforderlich:
Bürgeramt 2, Schlesische Str. 27A, Tel.: (030) 90298-4928
Die Entscheidung, ob eine Dringlichkeit vorliegt, obliegt dem Bürgeramt.

Folgende Leistungen sind weiterhin nur schriftlich oder per E-Mail
buergeramt@ba-fk.berlin.de und ggf. über Online-Angebote möglich:

Beantragung einer Meldebescheinigung - Beachten Sie bitte die
ZahlungshinweiseAuskunft aus dem Melderegister - Beachten Sie bitte die
ZahlungshinweiseBeantragung von Führungszeugnissen - Beachten Sie bitte die
ZahlungshinweiseGewerbezentralregisterauskunft - Beachten Sie bitte die
ZahlungshinweiseAbmeldung einer WohnungAntrag auf WohngeldAntrag auf
Erteilung eines WohnberechtigungsscheinsWiderspruch gegen
Datenübermittlungen und MelderegisterauskünfteSperrung von
MelderegisterauskünftenBefreiung von der AusweispflichtVerlust des
Personalausweises/Reisepasses melden
(Verlustanzeige)Anwohner-/Bewohner-/Gästeparkausweis

Barrier-free access

This facility is wheelchair accessible.
A wheelchair-accessible WC is available.

Opening hours

Monday: 08:00-15:00 Uhr (nur mit Termin)
Tuesday: 08:00-15:00 Uhr (nur mit Termin)
Wednesday: 08:00-15:00 Uhr (nur mit Termin)
Thursday: 08:00-15:00 Uhr (nur mit Termin)

Changes in opening hours

- Erweiterte Zahlungsmöglichkeiten:
Bei uns können Sie mit GIROCARD / EC-Karte, VISA CARD oder MASTER
CARD (jeweils mit PIN) bezahlen.

Public transportation

U-Bahn U1 - Schlesisches Tor
Bus 165, 265, N65 - Taborstr.

Contact

Telephone: 115
Fax: (030) 90298-2999
Internet:
<https://www.berlin.de/ba-friedrichshain-kreuzberg/politik-und-verwaltung/aemter/a>

mt-fuer-buergerdienste/buergeramt/
E-mail: buergeramt@ba-fk.berlin.de

Payment methods

Payment only by debit card (Girocard) (with PIN) at this location.

PDF downloaded on 01.10.2020