

## Transfer of a permanent settlement permit or an EU long-term residence permit to a new passport

Do you have a permanent settlement permit or an EU long-term residence permit and have you received a new passport?

Then you should have your permanent residence title reissued ("transferred").

Because your current permanent residence title still refers to the old passport.

\*If you want to travel abroad before the permanent residence title has been transferred\*

If no appointments are available at short notice, it is possible to start a trip abroad even without a transfer, if you have your old passport and your residence title. You will be able to return to Germany without any problems, if you take your new passport, the old passport and your permanent residence title with you.

However, it is recommended that you check the entry and exit conditions of the host country before traveling abroad (e.g. at the consular authority of the host country).

### 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 permanent residence title.
    - \* The residence title was issued by the Berlin Immigration Office.
    - \* 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 (with a EU long-term residence permit: no more than 12 months).
    - \* You have not resided outside the federal territory for a continuous period longer than six months (with a EU long-term residence permit: no more than 12 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 title was not issued by the Berlin Immigration Office) 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 permanent residence title
  - \* Electronic residence title (eAT) together with the supplementary sheet or
  - \* Your old passport with the attached residence title
- 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](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

## Legal basis

- Aufenthaltsgesetz - AufenthG
  - [http://www.gesetze-im-internet.de/aufenthg\\_2004/](http://www.gesetze-im-internet.de/aufenthg_2004/)

## Average time to process request

about 4 to 5 weeks

## Responsible authority

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 permanent residence title.
  - \* The residence title was issued by the Berlin Immigration Office.
  - \* 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 (with a EU long-term residence permit: no more than 12 months).
  - \* You have not resided outside the federal territory for a continuous period longer than six months (with a EU long-term residence permit: no more than 12 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