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# Berlin Immigration Office, Friedrich-Krause-Ufer

Landesamt für Einwanderung (LEA)

## Address

Friedrich-Krause-Ufer 24  
13353 Berlin

## Contact

Telephone: (030) 90269-4000

Fax: -

Internet: <https://www.berlin.de/einwanderung/en>

Contact form: <https://www.berlin.de/einwanderung/en>

## Barrier-free access



Elevators in the houses A and C

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 7:00 a.m. to 2:00 p.m. (by appointment only)  
Tuesday: 7:00 a.m. to 2:00 p.m. (by appointment only)  
Wednesday: 8:00 a.m. to 2:00 p.m. (by appointment only )  
Thursday: 9:00 a.m. to 5:00 p.m. (by appointment only )  
Friday: 8:00 a.m. to 12:00 p.m. (by appointment only)

## Verkehrsanbindungen

### S-Bahn

0.7km [S+U Westhafen](#)  
S41, S42

### U-Bahn

0.6km [U Amrumer Str.](#)  
U9  
0.8km [S+U Westhafen](#)  
U9

### Bus

0.3km [Quitowstr.](#)  
M27, 123  
0.3km [Perleberger Brücke](#)  
123, 142, M27, N40

## **Additional information**

- Payments are also possible by credit card (VISA, Mastercard and Maestro).
- Photo booth and copier (charge) are located at the cashier (house A, first floor).

# Transfer of a Residence document-GB (for British nationals and their family members) to a new passport

Do you have a Residence document-GB and have you received a new passport?

Then (only) the **plastic card** of your Residence document-GB is no longer valid, since this plastic card refers to your old passport. However, your **residence title** Residence document-GB is still **valid**.

Please read the following notes before booking an appointment.

## **Is your temporary Residence document-GB 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 document-GB. 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 document-GB residence permit is still valid and you still have the old passport.

Take your old and new passports and your Residence document-GB 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**

- **Main residence in Berlin**

- **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.

- **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 your old, full passport;
- The Residence document-GB was issued in Berlin;
- There is no more than 12 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 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 document-GB 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 document-GB, if necessary together with the supplementary sheet (Zusatzblatt)**

Have you been issued with an supplementary sheet (folded paper document) in addition to the electronic residence permit (plastic card)? If so, please bring this supplementary sheet with you.

- **1 current biometric photo**

([https://www.berlin.de/labo/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))

35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background

## Fees

- From the age of 24 years: 37.00 euros
- Until the age of 24 years: 22.80 euros

## Legal basis

- **Aufenthaltsgesetz (AufenthG)**

([http://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.htm#p1439](http://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.htm#p1439))

## Average time to process request

About 5-6 weeks

## Hinweise zur Zuständigkeit

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 your old, full passport.
- The Residence document-GB was issued in Berlin.
- There is no more than 12 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 12 months.

In all other cases: **Berlin Immigration Office (Landesamt für Einwanderung)**