

## Transfer of a valid residence permit to a new passport

\* If you have a new passport, you can have your residence permit transferred to the new passport.

\* In general, the residence permit is inserted as a sticker in your new passport, even when your residence permit was issued as an eAT.

\* Electronic residence permits can at the moment only be issued in exceptional circumstances.

\*If you want to travel abroad before the residence permit 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 permit which is still valid. You will be able to return to Germany without any problems, if you take your new passport and the old passport 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

#### 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 a valid residence permit.
- \* Your first name, family name and your date of birth have not changed in your new passport.
- \* The residence permit was issued by the Berlin Foreigners Registration Office.
- \* The old passport has not been expired for more than six months.
- \* You have not resided outside the federal territory for a continuous period longer than six months.

#### Transfer in the Ausländerbehörde

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 by the Berlin Foreigners Registration Office) the Berlin Foreigners Registration Office (Ausländerbehörde) is responsible for the transfer.

#### Main residence in Berlin

#### Appointment

Transfers are generally only made at citizens registration offices (Bürgerämter) or in the Foreigners Registration Office (Ausländerbehörde) by appointment only.

At the appointment, you can also be represented by another person, if you give this person a written power of attorney.

## 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 passport loss notice provided by the police.
- Your residence permit
  - Electronic residence permit (eAT) or your old passport with the attached residence permit
- 1 current biometric photo (from 10 years of age)
  - 35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background
  
  - [http://www.berlin.de/labo/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](http://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf)
- If you have a representative: representative's power of attorney and identification document
  - If you do not come to us in person:
    - \* Written power of attorney
    - \* Identification document of the person representing you - for example, an ID card or passport.

## Fees

The following fees are assessed based on the actual technical effort when transferring the permanent residence permit.

- \* For adults: 12.00 euros (transfer as an adhesive sticker) to 67.00 euros (transfer as an electronic residence title)
  - \* For minors: 6,00 euros (transfer as an adhesive sticker) to 33.50 euros (transfer as an electronic residence title)
  - \* For Turkish citizens: a maximum of 28.80 euros (transfer as an electronic residence title in exceptional cases)
- Free of charge:
- \* When presenting current proof of receiving benefits according to SGB II or XII or the Asylum Seekers Benefits Act
  - \* For Turkish citizens (transfer as an adhesive sticker)
  - \* 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/](http://www.gesetze-im-internet.de/aufenthg_2004/)

## Average time to process request

In general, the transfer may be made immediately upon appointment.

## 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 a valid residence permit.
- \* Your first name, family name and your date of birth have not changed in your new passport.
- \* The residence permit was issued by the Berlin Foreigners Registration Office.
- \* The old passport has not been expired for more than six months.
- \* You have not resided outside the federal territory for a continuous period longer than six months.

In all other cases: Foreigners Registration Office (Ausländerbehörde) of the Landesamt für Bürger- und Ordnungsangelegenheiten.

## Information on this location

### Bürgeramt Hohenzollerndamm

#### Address

Hohenzollerndamm 177  
10713 Berlin

#### Sonstige Hinweise zum Standort

\* \*Das Bürgeramt Hohenzollerndamm bleibt am 04.09.2019 ganztägig geschlossen.\*

\* An diesem Standort ist ein Fotoautomat vorhanden.

\* Das Bürgeramt Hohenzollerndamm ist ein reiner Terminstandort!

\* Für die Abholung fertiggestellter Reisepässe und Personalausweise ist keine Terminvereinbarung möglich.

\* Kunden mit Termin müssen sich nicht am Info-Tresen melden, sondern können direkt nach Aufruf Ihrer Vorgangsnr. im Raum der Sachbearbeitung erscheinen.

\* \*Berlin-Pass Erstantrag/Verlängerung:\*

Die Dienstleistung kann bei allen Bürgerämtern in Anspruch genommen werden. Für die Dienstleistung ist KEINE Terminvereinbarung notwendig.

\* Auskünfte und Berlinpässe erhalten Sie beim Empfang. Dort sind auch Terminvereinbarungen möglich.

(\* ) einige Dienstleistungen erfordern keinen Termin. Achten Sie auf die Hinweise unter "Zuständige Behörden" bei der jeweiligen Dienstleistung oder informieren Sie sich auf unserer Homepage [<http://www.berlin.de/ba-charlottenburg-wilmersdorf/verwaltung/aemter/amt-fuer-buergerdienste/buergeraemter/>].

## **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 über Mansfelder / Ecke Brienner Straße

## **Opening hours**

Monday: 08.00-16.00 Uhr nur mit Termin\*

Tuesday: 11.00-18.00 Uhr nur mit Termin\*

Wednesday: 08.00-13.00 Uhr nur mit Termin\*

Thursday: 10.00-18.00 Uhr nur mit Termin\*

Friday: 08.00-14.00 Uhr nur mit Termin\*

## **Public transportation**

U-Bahn U Fehrbelliner Platz: U3, U7

Bus U Fehrbelliner Platz: 101, 104, 115

## **Contact**

Telephone: (030) 115

Fax: (030) 9029-16211

E-mail: [buengeramt@charlottenburg-wilmersdorf.de](mailto:buengeramt@charlottenburg-wilmersdorf.de)

## **Payment methods**

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

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