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# Bürgeramt 1 (Neu- Hohenschönhausen)

Bezirksamt Lichtenberg

## Address

Egon-Erwin-Kisch-Straße 106  
13059 Berlin

## Contact

Telephone: (030) 115

Informationen zum 115 Service-Center: <https://www.berlin.de/115/>

Fax: (030) 90287151

Internet: <https://www.berlin.de/ba-lichtenberg/service/buergeraemter/>

E-mail: [post.buergeramt@lichtenberg.berlin.de](mailto:post.buergeramt@lichtenberg.berlin.de)

## Barrier-free access



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

## Opening hours

Monday: 10:00 - 13:30 Uhr und 14:30 - 18:00 Uhr

Tuesday: 10:00 - 13:30 Uhr und 14:30 - 18:00 Uhr

Wednesday: 08:30 - 11:30 Uhr und 12:30 - 15:00 Uhr

Thursday: 07:30 - 11:30 Uhr und 12:30 - 15:00 Uhr

Friday: 07:30 - 10:30 Uhr und 11:00 - 13:00 Uhr

## Information for customers with an appointment

Wir bitten die Kunden mit Termin um rechtzeitiges Erscheinen (ca. 5 Minuten vorher). Sie werden über Ihre Vorgangsnummer aufgerufen und können gleich im Warteraum Platz nehmen. Der Aufruf erfolgt optisch und mit Signalton über die Aufrufanlage.

## Transportation links

### S-Bahn

0.2km [S Hohenschönhausen Bhf](#)

S75

0.9km [S Wartenberg](#)

S75

1.4km [S Gehrenseestr.](#)

S75

### Bus

- 0.1km [Grevesmühlener Str.](#)  
256, N56
- 0.1km [S Hohenschönhausen Bhf](#)  
154, 197, 256, N56, X54, 893
- 0.4km [Neubrandenburger Str.](#)  
256, N56
- 0.4km [Prendener Str.](#)  
893, 154, 197, 256, 294, N56, N97

 **Tram**

- 0.1km [S Hohenschönhausen Bhf](#)  
M17, M4, M5
- 0.4km [Prendener Str.](#)  
M17, M4, M5
- 0.8km [Berlin, Prerower Platz](#)  
M17, M5
- 0.8km [Berlin, Welsestr.](#)  
M17, M4, M5

 **Train**

- 0.2km [S Hohenschönhausen Bhf](#)  
RB32, RB24, RB12, RB54, RE85

## Additional information

### In den Lichtenberger Bürgerämtern stehen Selbstbedienungsterminals zur Lichtbildaufnahme zur Verfügung.

Die Gebühr hierfür beträgt einmalig 6 EUR. Die Lichtbilder sind ausschließlich für die Dokumentenbeantragung bestimmt und werden nicht in Papierform ausgedruckt. Sie können daher nicht für andere Zwecke, wie beispielsweise in Führerscheineangelegenheiten, oder privat genutzt werden. Bei **Kleinkindern** bzw. **Babys** ist es empfehlenswert, die Lichtbilder vorab bei einem zertifizierten Fotodienstleister erstellen zu lassen.

**Bitte denken Sie daran, das Lichtbild vor Ihrem Besuch im Bürgeramt zu machen.**

**Nachgewiesene [dringende Angelegenheiten](#) können derzeit nur nach vorheriger Terminvereinbarung bearbeitet werden.**

**Dienstleistungen [ohne notwendige Terminvereinbarungen](#) - für alle Bürgerämter geltend.**

**Dienstleistungen [ohne persönliche Vorsprache](#) (schriftlicher Antrag ausreichend)**

### Zahlungsmöglichkeiten

Am Standort besteht die Möglichkeit mit Debit, VISA, Mastercard, Maestro, girocard, Vpay zu zahlen.

# 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?**

Then a transfer no longer makes sense. Just come to the Berlin Immigration Office when it is time and necessary to renew your EU Blue Card. 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.

- **Main residence in Berlin**

([https://service.berlin.de/dienstleistung/120686/de\\_plain/](https://service.berlin.de/dienstleistung/120686/de_plain/))

- **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 current, biometric passport photo (new regulation effective May 1, 2025)**

- Since May 1, 2025, biometric passport photos may only be taken digitally at government offices or photo studios and transmitted via a secure electronic channel.
- Please check the website of the Berlin Immigration Office (see “More information”) for the latest information in good time before your appointment.
- Before your appointment at the Bürgeramt, please note the information on passport photos in the location description.

## **Fees**

- For adults: 67.00 euros
- For minors: 33.50 euros
- For Turkish citizens, until the age of 24 years: 27.60 euros
- For Turkish citizens, from the age of 24 years: 46.00 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

For creating a digital passport photo at self-service terminal on site: 6.00 euros

## **Legal basis**

- **Aufenthaltsgesetz (AufenthG)**

([https://www.gesetze-im-internet.de/englisch\\_aufenthg/](https://www.gesetze-im-internet.de/englisch_aufenthg/))

## **Average time to process request**

After the appointment, it takes approximately 4 weeks for the residence permit to be issued as an electronic residence permit and ready for collection.

## More information

- **Digital passport photos for residence documents from 01.05.2025 (Berlin Immigration Office)**  
(<https://www.berlin.de/einwanderung/ueber-uns/aktuelles/artikel.1541531.php#english>)

## Notes on responsibility

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 six months.

In all other cases: **Berlin Immigration Office**