

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
- 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/

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 Lankwitz

Address

Gallwitzallee 87
12249 Berlin

Current information on this location

Ab dem 20. August 2018 soll im Bürgeramt Lankwitz nur noch bargeldlos bezahlt werden.

Es wurde Vorsorge getroffen, dass in Ausnahmefällen noch eine Barzahlung möglich ist, wie z.B. bei Bürgerinnen und Bürgern, die über kein Konto verfügen. Dies wäre jedoch dann leider mit Wartezeiten verbunden.

Bitte beachten Sie unten stehende Hinweise zur Terminbuchung.

Sonstige Hinweise zum Standort

Mit S-Bahn (S25) bis S-Bhf Lankwitz, dann weiter mit Bus M82 (Richtung Waldsassener Str.), bei Station Eiswaldtstraße aussteigen.

Das Bürgeramt befindet sich im 1. OG der Polizeiwache und ist nicht barrierefrei (nicht rollstuhlgeeignet). Für mobilitätseingeschränkte Personen stehen auch die barrierefrei zugänglichen Standorte Steglitz und Zehlendorf zur Verfügung.

Zur Abholung bereits beantragter Personalausweise, Reisepässe, Führerscheine und Zulassungsbescheinigungen Teil I ziehen Sie sich bitte im Warteraum 216 am Wartemarkenautomaten selbstständig eine Wartenummer.

Barrier-free access

This facility is not wheelchair accessible.

Opening hours

Monday: 08:00-15:00 Uhr (nur mit Termin)
Tuesday: 10:00-14:00 Uhr (nur mit Termin)
15:00-18:00 Uhr (nur mit Termin)
Wednesday: 08:00-14:00 Uhr (nur mit Termin)
Thursday: 10:00-14:00 Uhr (nur mit Termin)
15:00-18:00 Uhr (nur mit Termin)
Friday: 08:00-13:00 Uhr (nur mit Termin)

Changes in opening hours

Für die Bearbeitung Ihres Anliegens bitten wir Sie einen Termin zu buchen!
(Hinweise zur Terminbuchung
[[<https://service.berlin.de/terminvereinbarung/hinweise/hier>]])

Terminbuchungen sind sowohl:

- über das Internet
- im Bürgeramt, vor Ort oder
- telefonisch über die Servicenummer 115 möglich.

Nachgewiesene dringliche Angelegenheiten
([[<https://service.berlin.de/terminvereinbarung/artikel.296864.php>][Notfallkunden]])
werden noch am Tag Ihrer Vorsprache, verbunden mit einer Wartezeit, bearbeitet.
Die Prüfung und Entscheidung obliegt den Bürgerämtern vor Ort.

Berlinpässe, Führungszeugnisse und Auszüge aus dem Gewerbezentralregister:

Um eine kurzfristige Bearbeitung sicherzustellen, können Sie in allen Bürgeramtstandorten ohne Termin zur Neuausstellung und Verlängerung Ihres Berlinpasses bzw. Beantragung von Führungszeugnissen und Auszügen aus dem Gewerbezentralregister vorsprechen.

Public transportation

S-Bahn S-Lankwitz: S25

Bus Eiswaldtstr.: M82

Contact

Telephone: (030) 115

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

Fax: (030) 8485-32050

E-mail: buergeramt@ba-sz.berlin.de

Payment methods

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

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