

<b>Bürgeramt Karow / Buch</b> .....	2
<b>Address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Information for customers with an appointment</b> .....	2
<b>Transportation links</b> .....	2
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Transfer of a residence permit to a new passport</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Fees</b> .....	5
<b>Legal basis</b> .....	5
<b>Average time to process request</b> .....	5
<b>More information</b> .....	6
<b>Notes on responsibility</b> .....	6

# Bürgeramt Karow / Buch

Bezirksamt Pankow

## Address

Franz-Schmidt-Str. 8-10  
13125 Berlin

## Contact

Telephone: (030) 115

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

Fax: (030) 90295-8888

Internet:

<https://www.berlin.de/ba-pankow/politik-und-verwaltung/aemter/amt-fuer-buergerdienste/buergeramt/>

E-mail: [buergeramt@ba-pankow.berlin.de](mailto:buergeramt@ba-pankow.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: 08:00-16:00 Uhr (nur mit Termin)

Tuesday: 09:30-18:00 Uhr (nur mit Termin)

Wednesday: 08:00-14:00 Uhr (nur mit Termin)

Thursday: 09:30-18:00 Uhr (nur mit Termin)

Friday: 08:00-13:00 Uhr (nur mit Termin)

## Information for customers with an appointment

Der Aufruf der Bürger mit Termin erfolgt unter Angabe der Vorgangsnummer im Wartebereich.

## Transportation links

### S-Bahn

0.4km [S Buch](#)

S2

### Bus

0.2km [Alt-Buch/Wiltbergstr.](#)

150, 158, 259, 353, N58, 893

0.3km [S Buch](#)

150, 158, 353, N58, 893, 259

0.4km [Theodor-Brugsch-Str.](#)

150, 158, N58

0.6km [S Buch \[Am Sandhaus\]](#)

893, 150, 158, 259, 353, N58

0.7km [Alt-Buch](#)

893

## Additional information

An diesem Standort haben Sie die Möglichkeit, Ihr Foto für einen Personalausweis oder Reisepass gegen eine Gebühr von einem Mitarbeitenden mit einem mobilen Fotoaufnahmegerät vor Ort erstellen zu lassen. Dies gilt nicht für Führerscheine.

## Erweiterter Bürgerservice - Terminfreie Angebote

Das Bürgeramt Karow/Buch bietet ab sofort ausgewählte Dienstleistungen ohne vorherige Terminvereinbarung an. Damit wird das bestehende Terminangebot erweitert und der Bürgerservice noch flexibler gestaltet.

Diese Dienstleistungen können Sie ohne Termin an diesem Standort erledigen:

- Meldebescheinigungen
- Führungszeugnisse
- Gewerbezentralregisterauskünfte
- PIN-Rücksetzungen (soweit technisch möglich)
- Abholung von Ausweisdokumenten (Personalausweis, Reisepass)
- Beratung zu Online-Dienstleistungen und schriftlichen Antragstellungen

Bitte beachten Sie, dass die Möglichkeit der spontanen Vorsprachen je nach Besucheraufkommen begrenzt sein kann.

Bitte bringen Sie alle erforderlichen Unterlagen vollständig mit, um eine schnelle Bearbeitung zu ermöglichen.

Für alle anderen Dienstleistungen ist weiterhin eine vorherige Terminbuchung erforderlich.

Termine können wie gewohnt über das ServicePortal Berlin gebucht werden.

Viele Anliegen können Sie auch digital erledigen - Informationen zu den verfügbaren Online-Diensten finden Sie ebenfalls im ServicePortal.

## Payment options

Barzahlung

Girocard (mit PIN)

# 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**