

<b>LEA, Business Immigration Service (BIS)</b> .....	2
<b>Address</b> .....	2
<b>Mailing address</b> .....	2
<b>Contact</b> .....	2
<b>Information on the address of this location</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Changes in opening hours</b> .....	2
<b>Transportation links</b> .....	3
<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>Notes on responsibility</b> .....	5

# LEA, Business Immigration Service (BIS)

Landesamt für Einwanderung (LEA)

## Address

Fasanenstraße 85  
10623 Berlin

## Mailing address

## Contact

Telephone: (030) 90269-4000

Fax: -

Internet:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

Contact form:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

## Information on the address of this location

**The postal address differs from the address of the location.**

Therefore, please always send letters to: Landesamt für Einwanderung, Friedrich-Krause-Ufer 24, 13353 Berlin.

## 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 - 12:00  
13:00 - 15:00  
(by appointment only)

Tuesday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Wednesday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Thursday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

## Changes in opening hours

Appointments outside opening hours by arrangement

## Transportation links

### S-Bahn

0.2km [S+U Zoologischer Garten Bhf](#)  
S3, S5, S7, S9

### U-Bahn

0.3km [S+U Zoologischer Garten Bhf](#)  
U9, U2

### Bus

0.2km [S+U Zoologischer Garten/Jebensstr.](#)  
245, M45, M49, 100, 200, N2, N9

0.2km [Theater des Westens](#)  
M49, X34

0.2km [Uhlandstr./Kantstr.](#)  
M49, X34

0.3km [Steinplatz](#)  
245, M45, N2

0.3km [S+U Zoologischer Garten Bhf](#)  
109, 110, N10, X10, N7X, M49, N9, X34, 100, 200, 204, 245, 249, M45,  
M46, N1, N2, N26

0.3km [Hertzsallee](#)  
100, 109, 110, 200, 204, 245, 249, M45, M46, M49, N1, N2, N9, N10,  
N26, X10, X34

### Train

0.3km [S+U Zoologischer Garten Bhf](#)  
RB23, RE2, FEX, RE7

## Additional information

Payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.

## Payment options

girocard (with 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**

- **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 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

- For adults: 67.00 euros
- For minors: 33.50 euros
- For Turkish citizens, until the age of 24 years: 22.80 euros
- For Turkish citizens, from the age of 24 years: 37.00 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

## Legal basis

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

## Average time to process request

about 4 to 5 weeks

## 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**