

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?

If so, please do not attend the Berlin Immigration Office before it is necessary to extend your residence permit. 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
 - 35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background

https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf

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

Average time to process request

about 4 to 5 weeks

Responsible authority

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- * 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*

Information on this location

LEA, Zum Business Immigration Service (BIS)

Address

Fasanenstraße 85
10623 Berlin

Mailing address

Friedrich-Krause-Ufer 24
13353 Berlin

Current information on this location

In collaboration with IHK Berlin and Berlin Partner, our Business Immigration Service (BIS) offers Berlin businesses an outstanding relocation service for foreign professionals and executives.

Through the BIS, Berlin businesses, foreign investors and start-ups, managers, highly skilled professionals and their families can quickly and easily clarify any residency issues and can be put in touch directly with the person responsible for dealing with them.

Please note:

The service is only available to registered customers and after arranging an appointment with us. Therefore we are unfortunately not able to help walk-in customers without an appointment. You can find more information about the service of the Business Immigration Service on our website.

Barrier-free access

This facility is wheelchair accessible.
Handicapped parking space available.
A wheelchair-accessible elevator is available.
A wheelchair-accessible WC is available.

Public transportation

S-Bahn S5, S7, S75 (Zoologischer Garten)
U-Bahn U 2 and U 9 (Zoologischer Garten)
Bus M45, M46, M49, X9, X10, X34, 100,109,110, 200, 204, 245, 249
Bahn RE1, RE2, RE7, RB14, RB21, RB22 (Zoologischer Garten)

Contact

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Fax: (030) 9028-3468
Internet:
<https://www.berlin.de/einwanderung/service/business-immigration-service/>
E-mail:
<https://www.berlin.de/einwanderung/service/business-immigration-service/online-formulare-des-bis/>

Payment methods

Payment cannot be made at this location.

PDF downloaded on 19.10.2021