

## 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](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/](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

### Ausländerbehörde Berlin, 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**

Telephone: (030) 90269-5900

Fax: (030) 9028-3468

Internet:

<http://www.berlin.de/labo/willkommen-in-berlin/service/business-immigration-service/artikel.600098.en.php>

E-mail:

<http://www.berlin.de/labo/willkommen-in-berlin/service/business-immigration-service/formular.610027.en.php>

## **Payment methods**

Payment cannot be made at this location.

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