

<b>Bürgeramt Köpenick</b> .....	2
<b>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>Information for customers with an appointment</b> .....	2
<b>Nahverkehr</b> .....	3
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Transfer of a permanent settlement permit or an EU long-term 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>Hinweise zur Zuständigkeit</b> .....	5

# Bürgeramt Köpenick

Bezirksamt Treptow-Köpenick

## Address

Rudower Chaussee 6  
12489 Berlin

## Contact

Telephone: 115

Fax: (030) 90297-2845

Internet:

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

Contact form:

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

## Information on the address of this location

Der Standort befindet sich seit dem 03.01.2022 in der Rudower Chaussee 6 in 12489 Berlin-Adlershof. Er ersetzt den bisherigen Standort im Rathaus Köpenick, der wegen Sanierungsarbeiten bis auf Weiteres geschlossen ist.

## 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: 07:30-15:30 Uhr

Tuesday: 10:00-18:00 Uhr

Wednesday: 07:30-14:00 Uhr

Thursday: 10:00-18:00 Uhr

Friday: 07:30-13:00 Uhr

## Changes in opening hours

Die aktuellen Öffnungszeiten gelten nur für Terminkunden. Die Abholung von Dokumenten ist nur mit Termin möglich. Spontankunden können nicht bedient werden.

## Information for customers with an appointment

Wir bitten Sie um rechtzeitiges Erscheinen (ca. 5 Minuten vorher).

## Nahverkehr

### S-Bahn

0.3km [S Adlershof](#)

S45, S46, S8, S85, S9

### Bus

0.2km [S Adlershof/Franz-Ehrlich-Str.](#)

163, N64

### Tram

0.3km [S Adlershof](#)

61, 62, 68

## Additional information

- Ergänzend kann am Standort mit den Kreditkarten (credit/debit) VISA, V Pay, Mastercard und Maestro bezahlt werden.
- Es ist kein Fotoautomat vorhanden.
- (\*) Für manche Dienstleistungen ist kein Termin notwendig. Zahlreiche Dienstleistungen können Sie auch online oder schriftlich per Post erledigen.

## Payment options

Am Standort kann nur mit girocard (mit PIN) (ehemals EC Karte) bezahlt werden.  
(keine Barzahlung)

# Transfer of a permanent settlement permit or an EU long-term residence permit to a new passport

Do you have a permanent settlement permit or an EU long-term residence permit and have you received a new passport?

Then you should have your permanent residence title reissued ("transferred"). Because your current permanent residence title still refers to the old passport.

## **If you want to travel abroad before the permanent residence title 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 title. You will be able to return to Germany without any problems, if you take your new passport, the old passport and your permanent residence title 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**

- **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 permanent residence title.
- The residence title 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 (with a EU long-term residence permit: no more than 12 months).
- You have not resided outside the federal territory for a continuous period longer than six months (with a EU long-term residence permit: no more than 12 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 title 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 permanent residence title**

- Electronic residence title (eAT) together with the supplementary sheet or
- Your old passport with the attached residence title

- **1 current biometric photo**

([https://www.berlin.de/lab0/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/lab0/_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

Turkish citizens:

- until the age of 24 years: 22.80 euros
- 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

## 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

## Hinweise zur Zuständigkeit

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 permanent residence title.
- The residence title 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 (with a EU long-term residence permit: no more than 12 months).

- You have not resided outside the federal territory for a continuous period longer than six months (with a EU long-term residence permit: no more than 12 months).

In all other cases: **Berlin Immigration Office**