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Bürgeramt Halemweg (Außenstelle)

Bezirksamt Charlottenburg - Wilmersdorf

Address

Halemweg 18
13627 Berlin

Contact

Telephone: (030) 9029-25222
Fax: (030) 9029-25223
Internet:
https://www.berlin.de/ba-charlottenburg-wilmersdorf/verwaltung/aemter/buergerdienste/buergeraemter/aussenstelle-halemweg/
E-mail: buergeramt@charlottenburg-wilmersdorf.de

Barrier-free access



Explanation of symbols (https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Thursday:	14.00 bis 18.00 Uhr (nur mit Termin*)
Friday:	9.00 bis 13.00 Uhr (nur mit Termin*)

Changes in opening hours

(*) einige Dienstleistungen erfordern keinen Termin.
Beantragte Dokumente können zu den Öffnungszeiten ohne Termin im Bürgeramt abgeholt werden. Beantragte Dokumente können nur dort abgeholt werden, wo sie beantragt worden sind.

Information for customers with an appointment

Eine Terminvereinbarung ist zwingend notwendig. Notfalltermine stehen nur für Notfälle in sehr begrenztem Umfang zur Verfügung.

- Für dringende und akute Angelegenheiten können Sie sich zu den Öffnungszeiten der Bürgerämter unter (030) 9029-15036 an die Notfallhotline für Charlottenburg-Wilmersdorf, wenden. Wenn Sie dort anrufen, bleiben Sie bitte am Telefon, bis sich jemand meldet. Aus technischen Gründen hören Sie jedoch ein Freizeichen, auch wenn auf allen bedienten Leitungen gesprochen wird.

- Bitte beachten Sie, dass eine Terminbuchung per E-Mail nicht möglich ist.

In absoluten Ausnahmefällen, können Sie auch zur Information im Bürgeramt Hohenzollerndamm oder Heerstraße gehen, um dort einen zeitnahen Termin zu buchen.

Termine buchen

- Buchen Sie Termine online oder über das Bürgertelefon 115 für Dienstleistungen, bei denen eine persönliche Vorsprache notwendig ist. Dazu gehören Pass- und Personalausweisangelegenheiten und Führerscheinangelegenheiten.

Verkehrsanbindungen

S-Bahn

1.2km S+U Jungfernheide Bhf
S41, S42

U-Bahn

0.1km U Halemweg
U7

0.5km U Jakob-Kaiser-Platz
U7

1km U Siemensdamm
U7

Bus

0km Toeplerstr./Halemweg
123, N7

0.1km U Halemweg
123

0.3km Hofackerzeile
123

Train

1.2km S+U Jungfernheide Bhf
RE8, RE4, RB21

Additional information

Sie finden uns im neuen Stadtteilzentrum; Kein Postverkehr.

Folgende Dienstleistungen können schriftlich (postalisch/E-Mail) oder ggf. online beantragt werden:
1. Anwohner/Bewohnerparkausweis
2. Abmeldung einer Wohnung
3. Meldebescheinigung
4. Beantragung einer Sperre von Melderegisterauskünften
5. Widerspruchsrechte gegen Datenübermittlung und Melderegisterauskünfte
6. Befreiung von der Ausweispflicht
7. Führungszeugnis
8. Auszug aus dem Gewerbezentralregister

Payment options

Girocard (mit PIN)

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/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

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)

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**