

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 by the Berlin Immigration Office.
 - * 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 by the Berlin Immigration Office) the Berlin Immigration Office is responsible for the transfer.

Documents required

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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 aktuelles biometrisches Passbild

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: 28.80 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

https://www.gesetze-im-internet.de/aufenthg_2004/

Average time to process request

about 4 to 5 weeks

Responsible authority

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 - * 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*

Information on this location

Bürgeramt Heerstraße

Address

Heerstr. 12
14052 Berlin

Current information on this location

Beim Betreten des Gebäudes, sind Sie verpflichtet, einen Nasen-Mund-Schutz zu tragen.

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

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 Führerscheingelegenheiten. Für alle anderen Dienstleistungen nutzen Sie bitte die Notfalltelefonnummer (030) 9029-15036 welche zu den Öffnungszeiten des Bürgeramtes besetzt ist, um zu klären inwieweit ein Notfalltermin vereinbart werden kann. Bitte beachten Sie, dass eine Terminbuchung per eMail nicht möglich ist.

Bitte wenden Sie sich an die Bürgerämter Ihres Wohnortes, um lange Anfahrtswege und damit weitere Ansteckungsgefahren zu vermeiden.

Sonstige Hinweise zum Standort

- * An diesem Standort ist ein Fotoautomat vorhanden.
- * Für die Abholung fertiggestellter Reisepässe und Personalausweise ist keine Terminvereinbarung möglich. Beantragte Dokumente können nur dort abgeholt werden, wo sie beantragt worden sind.

Folgende Dienstleistungen können schriftlich (postalisch) 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

Barrier-free access

This facility is fully accessible to wheelchairs.
Handicapped parking space available.
A WC fully accessible to wheelchairs is available.

Opening hours

Monday: 08.00-16.00 Uhr - nur mit Termin*
Tuesday: 10.00-18.00 Uhr - nur mit Termin*
Wednesday: 08.00-13.00 Uhr - nur mit Termin*
Thursday: 10.00-13.30 Uhr und 14:30-18 Uhr - nur mit Termin*
Friday: 08.00-14.00 Uhr - nur mit Termin*

Public transportation

U-Bahn U Theodor-Heuss-Platz: U2
Bus Württembergallee: 218, 349, M49
Bus Reichsstraße/ Kastanienallee: 104, N2

Contact

Telephone: (030) 115
Fax: (030) 9029-17780
Internet:
<https://www.berlin.de/ba-charlottenburg-wilmersdorf/verwaltung/aemter/amt-fuer-buergerdienste/buergeraemter/>
E-mail: buengeramt@charlottenburg-wilmersdorf.de

Payment methods

Payment only by debit card (Girocard) (with PIN) at this location.

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