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LEA, Business Immigration Service (BIS)

Landesamt für Einwanderung (LEA)

Address

Fasanenstraße 85
10623 Berlin

Mailing address

Contact

Telephone: (030) 90269-4000

Fax: -

Internet:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

Contact form:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

Information on the address of this location

The postal address differs from the address of the location.

Therefore, please always send letters to: Landesamt für Einwanderung, Friedrich-Krause-Ufer 24, 13353 Berlin.

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: 08:00 - 12:00
13:00 - 15:00
(by appointment only)

Tuesday: 08:00 - 12:00
13:00 - 15:00
(by appointment only)

Wednesday: 08:00 - 12:00
13:00 - 15:00
(by appointment only)

Thursday: 08:00 - 12:00
13:00 - 15:00
(by appointment only)

Changes in opening hours

Appointments outside opening hours by arrangement

Transportation links

S-Bahn

0.2km [S+U Zoologischer Garten Bhf](#)
S3, S5, S7, S9

U-Bahn

0.3km [S+U Zoologischer Garten Bhf](#)
U9, U2

Bus

0.2km [S+U Zoologischer Garten/Jebensstr.](#)
245, M45, M49, 100, 200, N2, N9

0.2km [Theater des Westens](#)
M49, X34

0.2km [Uhlandstr./Kantstr.](#)
M49, X34

0.3km [Steinplatz](#)
245, M45, N2

0.3km [S+U Zoologischer Garten Bhf](#)
109, 110, N10, X10, N7X, M49, N9, X34, 100, 200, 204, 245, 249, M45, M46, N1, N2, N26

0.3km [Hertzsallee](#)
100, 109, 110, 200, 204, 245, 249, M45, M46, M49, N1, N2, N9, N10, N26, X10, X34

Train

0.3km [S+U Zoologischer Garten Bhf](#)
RB23, RE2, FEX, RE7

Additional information

Payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.

Payment options

girocard (with PIN)

Residency permit card for family members of nationals of EU member states, Norway, Iceland or Liechtenstein (EEA states)

The residence card is issued to family members who

- are not nationals of a Member State of the European Union - EU or the European Economic Area - EEA (Iceland, Liechtenstein, Norway)

and

- who are cohabiting as a family with a citizen of the EU or the EEA
- who is entitled to free movement.

The residence card is generally issued for 5 years. It certifies the right of entry and residence. Any gainful employment (employment or self-employment) is therefore permitted.

Family members of Germans generally do not receive a residence card in pursuance of the Freizügigkeitsgesetz [Freedom of Movement Act]. They may receive a residence permit in pursuance of the Aufenthaltsgesetz [Residence Act], if they are not themselves EU or EEA citizens (see section 'More information'). Exceptions are only possible if the German has acquired the right to freedom of movement by staying together with the family member in another Member State. A short stay is not sufficient for this.

Prerequisites

- **Family member is not an EU or EEA citizen**
- **Right of freedom of movement applies**

Family members only enjoy a right of residence derived from the EU/EEA citizen, if the latter enjoys the right to free movement, e.g. as

- an employee
- a self-employed person
- a non-employed person

- **Family relationship with a citizen of the EU or EEA**

Family members in pursuance of the Freedom of Movement Act are, in particular,

- spouses/same-sex registered life partners or
- minor, unmarried children or
- parents

Family members of Germans generally do not receive a residence card in pursuance of the Freedom of Movement Act. They may receive a residence permit in pursuance of the Residence Act, if they are not themselves EU or EEA citizens (see section 'More information').

Exceptions are only possible if the German has acquired the right to freedom of movement by staying together with the family member in another Member State.

- **Living in a family unit**

The family member and the EU/EEA citizen must be living in a family unit in Berlin.

- **Main residence in Berlin**
(https://service.berlin.de/dienstleistung/120686/de_plain/)
- **Personal appearance by appointment is required**
To schedule an appointment, please contact the relevant units, F 1 and F 2, using the contact form (see "More Information").

Documents required

- **Form "Angaben zur Ausstellung einer Aufenthaltskarte" (filled out)**
- **Valid passport**
- **1 current biometric photo**

Please note:

- Since May 1, 2025, biometric passport photos may only be taken digitally at government offices or photo studios and transmitted via a secure electronic channel.
- Please check the website of the Berlin Immigration Office (see "More information") for the latest information in good time before your appointment.

- **Proof of relationship**

i.e. certificate of birth, marriage certificate, partnership certificate

- **For all foreign documents: translation, possibly with an additional apostil or confirmation of authenticity**

- Please provide an authenticated translation of all foreign documents.
- Depending on your country of origin, you may also need an apostil or confirmation of authenticity (issued by a German consular official) for your document(s). You can find out more about this topic for example on the website of the Federal Foreign Office: International recognition/Legalisation of documents (see section "More information").

- **Proof of registered residence of the EU or EEA citizen**

- **Proof of the right to free movement of the EU/EEA citizen**

In individual cases, proof of the right of freedom of movement of the EU/EEA citizen may be required. Please therefore bring the following documents with you:

- for employees: confirmation from the employer of the appointment or employment
- for self-employed workers: business registration, tax number, current tax demand
- for non-employed persons: proof of health insurance and means of subsistence
- for family members of Germans: residence card or permanent residence card of the other EU state for the family member

- **Proof of your residence in Berlin**

- Certificate of registration at the main residence **or**
- lease and written confirmation of occupancy from the landlord

Forms

- **Angaben zur Ausstellung einer Aufenthaltskarte (Information on the issue of a residency permit card)**
(https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_as)

[sets/mdb-f403267-](#)

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Fees

- From the age of 24 years: 46.00 euros
- Until the age of 24 years: 27.60 euros

For creating a digital passport photo at the self-service terminal on site: 6.00 euros extra

Legal basis

- **Section 5 para. 1 Freizügigkeitsgesetz/EU - FreizügG/EU**
(https://www.gesetze-im-internet.de/englisch_freiz_gg_eu/englisch_freiz_gg_eu.html#p0074)

Average time to process request

After the appointment, it takes approximately 4 weeks for the residence card to be issued as an electronic residence permit and ready for collection.

More information

- **Contact form for scheduling an appointment at units F 1 and F 2 (Berlin Immigration Office)**
(<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.1601772.php>)
- **Digital passport photos for residence documents from 01.05.2025 (Berlin Immigration Office)**
(<https://www.berlin.de/einwanderung/ueber-uns/aktuelles/artikel.1541531.php#english>)
- **Certificate of registration at the main residence (Melde-Bestätigung)**
(https://service.berlin.de/dienstleistung/120686/de_plain/)
- **Example: confirmation of occupancy from the landlord (Wohnungsgeber-Bestätigung)**
(https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/_assets/mdb-f402544-20161102_wohnungsgeberbestaetigung.pdf)
- **Residence permits for spouses, parents and children of German citizens (Berlin Immigration Office)**
(<https://www.berlin.de/einwanderung/en/services/our-services/artikel.878265.en.php#family>)
- **Permanent residence card for family members of citizens entitled to freedom of movement from the EU and the EEA**
(<https://service.berlin.de/dienstleistung/324283/en/>)
- **Certificate of the right of permanent residence for Union citizens (EU/EEA) (Bescheinigung über das Daueraufenthaltsrecht für Unionsbürger)**
(<https://service.berlin.de/dienstleistung/324284/en/>)

- **Federal Foreign Office (Auswärtiges Amt): International recognition/Legalisation of documents**
(<https://www.auswaertiges-amt.de/en/urkundenverkehrteilb/231968>)