

<b>Berlin Immigration Office, Friedrich-Krause-Ufer</b> .....	2
<b>Address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Transportation links</b> .....	2
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Residence permit for Swiss nationals and their family members</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Forms</b> .....	5
<b>Fees</b> .....	5
<b>Legal basis</b> .....	5
<b>More information</b> .....	5
<b>Notes on responsibility</b> .....	5

# Berlin Immigration Office, Friedrich-Krause-Ufer

Landesamt für Einwanderung (LEA)

## Address

Friedrich-Krause-Ufer 24  
13353 Berlin

## Contact

Telephone: (030) 90269-4000

Fax: -

Internet: <https://www.berlin.de/einwanderung/en>

Contact form: <https://www.berlin.de/einwanderung/en>

## Barrier-free access



Elevators in the houses A and C

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

## Opening hours

Monday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Tuesday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Wednesday: 8:00 a.m. to 2:00 p.m. (by appointment only )

Thursday: 9:00 a.m. to 5:00 p.m. (by appointment only )

Friday: 8:00 a.m. to 12:00 p.m. (by appointment only)

## Transportation links

### S-Bahn

0.7km [S+U Westhafen](#)

S41, S42

### U-Bahn

0.6km [U Amrumer Str.](#)

U9

0.8km [S+U Westhafen](#)

U9

### Bus

0.3km [Quitowstr.](#)

123, M27

0.3km [Perleberger Brücke](#)

123, 142, M27, N40

## **Additional information**

- Payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.
- Photo booth and copier (fees apply) are available in the cash desk area (Building A, 1st floor).

## **Payment options**

Cash payment  
girocard (with PIN)

# Residence permit for Swiss nationals and their family members

Swiss nationals and their family dependents must personally notify the foreigners office of their residency within 3 months of arrival.

The foreigners office will check the existence of a right to the free movement of persons.

Where a right to the free movement of persons exists, the temporary residence permit for Switzerland will be issued pursuant to the Agreement between the European Union and the Swiss Confederation of 21 June 1999.

## Prerequisites

- **Nationality of Switzerland**  
In cases of families, at least one family member must be a Swiss national.
- **Main residence in Berlin**
- **Personal appearance by appointment is required**

## Documents required

- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)**
- **Valid passport or ID-card for Swiss nationals**
- **Valid passports for family members of the Swiss national**
- **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
- **Swiss nationals must prove their right to the free movement of persons.**  
The following documents (originals) should please be submitted in order to substantiate the right to the free movement of persons:
  - Dependent workers: contract of employment or assurance of employment
  - Self-employed persons: business registration from the trade licensing office; orders, invoices or similar as necessary
  - Freelancers: tax number from the tax office; orders, invoices or similar as necessary
  - Students: university admission or certificate of enrolment; proof of sufficient financial resources and health insurance
  - Unemployed persons: proof of sufficient financial resources and health insurance.
- **Family dependents must present proof of their family relationship with the Swiss national.**  
e.g. birth certificate, marriage certificate, partnership certificate, certificate regarding legal custody
- **Proof of main residence in Berlin**
  - Certificate of registration at the main residence **or**
  - lease and written confirmation of occupancy from the landlord

## Forms

- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, English, French, Italian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_assets/mdb-f72301-labo\\_agen1\\_\\_antrag\\_engl\\_frz\\_ital\\_03\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/mdb-f72301-labo_agen1__antrag_engl_frz_ital_03_2017.pdf))

## Fees

### Swiss nationals

- From the age of 24 years: 37.00 euros
- Until the age of 24 years: 22.80 euros

### Family members from other countries

- For adults: 67.00 euros
- For minors: 33.50 euros

## Legal basis

- **Aufenthaltsverordnung (AufenthV) § 28**  
([https://www.gesetze-im-internet.de/aufenthv/\\_28.html](https://www.gesetze-im-internet.de/aufenthv/_28.html))
- **Aufenthaltsverordnung (AufenthV) § 56 Absatz 2**  
([https://www.gesetze-im-internet.de/aufenthv/\\_56.html](https://www.gesetze-im-internet.de/aufenthv/_56.html))
- **Agreement between the Swiss Confederation and the European Union and its Member States in regard to the free movement of persons.**  
(<https://fedlex.data.admin.ch/filestore/fedlex.data.admin.ch/eli/cc/2002/243/20190101/de/pdf-a/fedlex-data-admin-ch-eli-cc-2002-243-20190101-de-pdf-a.pdf>)

## More information

- **Bescheinigung über die Anmeldung einer Wohnung (Meldebestätigung) (Dienstleistung)**  
(<https://service.berlin.de/dienstleistung/120686/>)
- **Example: confirmation of occupancy from the landlord**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/\\_assets/mdb-f402544-20161102\\_wohnungsgeberbestaetigung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/_assets/mdb-f402544-20161102_wohnungsgeberbestaetigung.pdf))

## Notes on responsibility

This service can only be taken advantage of in the Berlin Immigration Office (Landesamt für Einwanderung – LEA) at Friedrich-Krause-Ufer.