

Residence permit for Swiss nationals and their family members	2
Prerequisites	2
Documents required	2
Forms	3
Fees	3
Legal basis	3
More information	3
Responsible authority	3
Berlin Immigration Office, Friedrich-Krause-Ufer	4
Address	4
Contact	4
Barrier-free access	4
Opening hours	4
Additional information	4
Payment options	4
Public transportation	4

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**

- **A personal interview is required**

The interview should, if possible, take place by appointment.

Documents required

- **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)

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

- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)**

- **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)

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

- **§ 28 Aufenthaltsverordnung (AufenthV)** (https://www.gesetze-im-internet.de/aufenthv/_28.html)
- **§ 56 Absatz 2 Aufenthaltsverordnung (AufenthV)** (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

- **Certificate of registration at the main residence (Meldebestätigung)** (<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)

Responsible authority

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

Information on this location

Berlin Immigration Office, Friedrich-Krause-Ufer

Address

Friedrich-Krause-Ufer 24
13353 Berlin

Contact

Telephone: (030) 90269-4000

Fax: (030) 90269 4099

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

Contact form: <https://www.berlin.de/einwanderung/ueber-uns/kontakt/>

Barrier-free access

Elevators in the houses A and C



[Explanation of symbols](#)

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)

Additional information

- Payments are also possible by credit card (VISA, Mastercard and Maestro).
- Photo booth and copier (charge) are located at the cashier (house A, first floor).

Payment options

Cash and girocard (with PIN) (formerly EC card) can be used for payment at the location.

Public transportation

 S-Bahn

0.7km [S+U Westhafen](#)
S42, S45, S46, S41

 **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