

<b>LEA, Business Immigration Service (BIS)</b> .....	2
<b>Address</b> .....	2
<b>Mailing address</b> .....	2
<b>Contact</b> .....	2
<b>Information on the address of this location</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Changes in opening hours</b> .....	2
<b>Transportation links</b> .....	3
<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>Average time to process request</b> .....	5
<b>More information</b> .....	5
<b>Notes on responsibility</b> .....	6

# 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, S75, 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, 249, N26, RE7, 100, 200, 204,  
245, M45, M46, N1, N2

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

## Additional information

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

## Payment options

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**  
([https://service.berlin.de/dienstleistung/120686/de\\_plain/](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 "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**  
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.
- **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 your residence in Berlin**

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

## **Forms**

#### **• 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: 46.00 euros
- Until the age of 24 years: 27.60 euros

### **Family members from other countries**

- For adults: 100.00 euros
- For minors: 50.00 euros

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

## **Legal basis**

#### **• Aufenthaltsverordnung (AufenthV) § 28**

([https://www.gesetze-im-internet.de/englisch\\_aufenthv/englisch\\_aufenthv.html#p0229](https://www.gesetze-im-internet.de/englisch_aufenthv/englisch_aufenthv.html#p0229))

#### **• Aufenthaltsverordnung (AufenthV) § 56 Absatz 2**

([https://www.gesetze-im-internet.de/englisch\\_aufenthv/englisch\\_aufenthv.html#p0514](https://www.gesetze-im-internet.de/englisch_aufenthv/englisch_aufenthv.html#p0514))

#### **• 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>)

## **Average time to process request**

After your scheduled appointment, it takes about 4 weeks for the residence permit to be issued as an electronic residence title and be ready for pickup.

## **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.p>)

[hp\)](#)

- **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/](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](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.