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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, 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](#)
RE7, 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, ILA

Additional information

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

Payment options

girocard (with PIN)

Travel document - Reissue

Travel documents issued by an authority for non-residents include in particular

- travel document for foreign nationals (Reiseausweis für Ausländer)
- travel document for refugees (Reiseausweis für Flüchtlinge)
- travel documents for stateless persons (Reiseausweis für Staatenlose)

Travel documents are issued with biometric features and cannot be extended. Therefore, after their validity has expired, a new travel document must be issued. Only travel documents with a validity period of up to one year (temporary travel document) are issued without biometric features.

Period of validity:

The maximum period of validity of a **travel document for foreign nationals** is

- for children under 12 years: six years, at the latest until their 12th birthday
- for persons who are between 12 and 24 years old at the time of issuance: six years
- for persons who are 24 years or older at the time of issuance: ten years

Travel documents for refugees and stateless persons can generally only be issued for a maximum of three years.

Furthermore, a travel document may not be valid for a longer period than the residence permit that was issued or will be issued.

Note on travel documents for foreign nationals:

- Foreign nationals from non-EU countries can be issued with a German substitute passport in the form of a travel document for foreign nationals in the case that it is not reasonably possible to obtain from the authorities of the country of origin a passport or substitute passport.
- If the state of non-possession of a passport is only temporary, then a travel document for foreigners can only be issued if compelling reasons exist for this.

Prerequisites

• Acquisition of a (national) passport must be unreasonable

A passport or substitute passport from the country of origin cannot provably be obtained in a reasonable manner. A reasonable manner constitutes in particular the timely application to the relevant authorities of the country of origin for the issuance or extension of the passport, and the payment of the fees stipulated for this.

In the case of foreign nationals recognised as refugees (in the meaning of the Geneva Refugee Convention) or stateless persons (in the meaning of the Convention on Stateless Persons) it is assumed that the acquisition of a passport would be unreasonable or impossible.

• Lawfulness of the residence

The foreign national is either in possession of a residence title or will receive

one together with their travel document.

- **Main residence in Berlin**

(https://service.berlin.de/dienstleistung/120686/de_plain/)

- **Personal appearance by appointment is required**

- Please contact the relevant unit using the contact form to make an appointment (see section “More information”).
- Please send your appointment request at least 10 weeks before your current travel document expires.

Documents required

- **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.

- **Previous travel document**

- **Assurance of citizenship (Einbürgerungszusicherung) and confirmation from the embassy of the country of origin.**

Only for foreign nationals who have had to surrender their national passport as part of a naturalisation process, or who have not received a new passport for this reason.

- **Proof of your residence in Berlin**

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

Fees

Please note:

- The issuance of travel documents is always subject to fees, even in the case of eligibility for social benefits in accordance with SGB II, SGB XII (Social Security Code) or the Asylum Seekers Benefits Act.
- The fee must still be paid in full even if the application for re-issuance of the travel document is declined.

Travel document for foreign nationals

- From the age of 24 years: 100.00 euros
- As from the age of 24 years with regard to those granted subsidiary protection in the meaning of Section 4 of the Asylum Law or resettlement refugees in accordance with Section 23 para 4 of the German Residence Act (Aufenthaltsgesetz): 70.00 euros
- Until the age of 24 years: 97.00 euros
- Until the age of 24 years with regard to those granted subsidiary protection in the meaning of Section 4 of the Asylum Law or resettlement refugees in accordance with Section 23 para 4 of the German Residence Act (Aufenthaltsgesetz): 38.00 euros

Travel documents for refugees and stateless persons

- From the age of 24 years: 70.00 euros
- Until the age of 24 years: 38.00 euros

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

Legal basis

- **Aufenthaltsverordnung (AufenthVO) § 4 - Deutsche Passersatzpapiere für Ausländer**
(https://www.gesetze-im-internet.de/aufenthv/_4.html)
- **Aufenthaltsverordnung (AufenthVO) § 5 - Allgemeine Voraussetzungen der Ausstellung des Reiseausweises für Ausländer**
(https://www.gesetze-im-internet.de/aufenthv/_5.html)
- **Aufenthaltsverordnung (AufenthVO) § 6 - Ausstellung des Reiseausweises für Ausländer im Inland**
(https://www.gesetze-im-internet.de/aufenthv/_6.html)
- **Aufenthaltsverordnung (AufenthVO) § 8 - Gültigkeitsdauer des Reiseausweises für Ausländer**
(https://www.gesetze-im-internet.de/aufenthv/_8.html)
- **Protokoll des Abkommens über die Rechtsstellung der Flüchtlinge vom 28. Juli 1951 (Genfer Flüchtlingskonvention) Artikel 28**
(https://www.uno-fluechtlingshilfe.de/uploads/media/GFK_Pocket_2015.pdf)
- **Übereinkommen über die Rechtsstellung der Staatenlosen vom 28. September 1954 (Staatenlosenübereinkommen) Artikel 28**
(https://www.personenstandsrecht.de/Webs/PERS/DE/uebereinkommen/_documents/vereinte-nationen/ue04.html)

Average time to process request

After the appointment, it takes approximately 4-6 weeks for the travel document to be issued and ready for collection.

More information

- **Contact forms for making an appointment (Berlin Immigration Office)**
(<https://www.berlin.de/einwanderung/en/about-us/contact/artikel.1500715.en.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)