

<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 foreigners with a long-term residence in an EU member state</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Forms</b> .....	5
<b>Fees</b> .....	6
<b>Legal basis</b> .....	6
<b>Average time to process request</b> .....	6
<b>More information</b> .....	6
<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, 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

## 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 foreigners with a long-term residence in an EU member state

Foreigners who are entitled to possess the legal status of a long-term resident in an EU member state will be granted a residence permit if their stay within the territory of the Federal Republic shall last longer than three months.

Foreigners entitled to long-term residence are those who hold a residence permit (under EU Directive 2003/109/EG of 25.11.2003) bearing the designation "permanent residence EG" or "permanent residence EU" in the respective official language of the issuing EU member state.

Excluded from this are holders of a residence title issued by Great Britain, Denmark and Ireland, since these EU member states do not apply the corresponding EU directive 2003/109/EG dated 25.11.2003.

The general prerequisites for issuing a German residence permit, such as a secure livelihood, apply without restriction.

The residence permit allows gainful employment dependent upon the predominant purpose for which the residence shall serve (e.g. studies, employment, self-employed activity). The §§ 16-21 of the residence law shall be applied analogously.

## Prerequisites

- **The legal status of a person with long-term residence entitlement in another EU member state**
  - The right to claim a residence permit exists as a matter of principle only then when in another EU member state a residence permit has already been issued (pursuant to the EU directive 2003/109/EG dated 25.11.2003) bearing the wording "permanent residence EG" or "permanent residence EU" in the respective official language.
  - As a rule, a temporary residence permit without this additional note is insufficient.
  - Only in exceptional cases can the status of long-term residence entitlement be proved by written confirmation issued by the competent authorities of the other EU member state. The residence permit may only be granted on a discretionary basis.
- **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**
  - Please contact the relevant unit using the contact form to make an appointment (see section "More information").

## Documents required

- **Form "Antrag auf Erteilung eines Aufenthaltstitels" (Application for Issuance of a Residence Permit)**  
Available in German, English, French, Italian, Greek, Turkish, Vietnamese, Spanish, Portuguese, Russian, Serbian, and Bosnian;

only to be completed when applying for the first time.

- **Valid passport with long-term residence ("permanent residence EU" or "permanent residence EG") of the other EU member state**
- **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 Income**

e.g.

- lease,
- for students: escrow account at a German Bank or submission of a declaration of commitment by a third party on an official form,
- bank statements of the last 3 months

- **Documentation regarding the intended purpose of stay (original)**

e.g. certificate of enrolment, employment etc.

- **In certain circumstances: Form "Erklärung zum Beschäftigungsverhältnis" (filled out)**

As a rule, a temporary residence permit for the purpose of employment may only be granted if the Federal Employment Agency has agreed to this.

- **Health insurance**

- **Proof of main residence in Berlin**

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

More on the topic in the section "More information".

## 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/\\_asets/lea-agen1-antrag\\_engl\\_frz\\_ital-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen1-antrag_engl_frz_ital-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Greek, Turkish, Vietnamese**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen2-antrag\\_griech\\_tuerk\\_viet-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen2-antrag_griech_tuerk_viet-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Spanish, Portuguese, Russian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen3-antrag\\_span\\_port\\_russ-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen3-antrag_span_port_russ-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Serbian, Bosnian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen4\\_-antrag\\_serb\\_bos-112021\\_final.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen4_-antrag_serb_bos-112021_final.pdf))
- **Erklärung zum Beschäftigungsverhältnis (job description)**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen5-antrag\\_serb\\_bos-112021\\_final.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen5-antrag_serb_bos-112021_final.pdf))

## Fees

- 100.00 euros: for the initial issuance of a residence permit
- 93.00 euros: for each renewal of a residence permit
- 50.00 euros: for the initial issuance of a residence permit for minors
- 46.50 euros: for each renewal of a residence permit for minors

Turkish nationals (both for the initial issuance and for renewal):

- 27.60 euros: up to the age of 24
- 46.00 euros: from the age of 24

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

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 38a**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0878](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0878))
- **EU Directive 2003/109/EG of 25.11.2003**  
(<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A02003L0109-20110520>)

## Average time to process request

After the appointment, it takes approximately 4 weeks for the residence permit to be issued as an electronic residence permit 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/](https://service.berlin.de/dienstleistung/120686/de_plain/))
- **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 Keplerstrasse 2.