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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](#)  
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)

# Fiktionsbescheinigung (Fictional Certificate)

A fictional certificate is issued when it is not yet possible to decide on an application for a residence permit, e.g. because

- documents are missing or the foreigner's file is not available,
- an electronically applied for residence permit (eRP) cannot be issued prior to expiry of the currently valid residence permit or
- the outcome of punishable offence proceedings is still outstanding.

A fictional certificate may only be issued when residence is still lawful at the time of applying for the issue or renewal of a residence permit.

If a currently valid residence permit (temporary residence permit or national visa for long-term durations - Category D - ) is available, a fictional certificate according to § 81 Section 4 of the Residence Act will be issued.

In this case, the residence permit and all supplementary regulations (also regarding the stipulations concerning gainful employment) remain in force until a decision has been made in relation to the application. Journeys abroad and re-entry into the area of the Republic are possible with a valid fictional certificate in accordance with § 81 Section 4 of the Residence Act.

If the male or female applicant is lawfully resident without a visa in the Federal Republic, because he or she is entitled to be by virtue of his/her nationality, the fictional certificate will be issued in accordance with § 81 Section 3 of the Residence Act.

This permits residence in the area of the Federal Republic until a decision has been made regarding the application. This fictional certification, however, does not permit re-entry into the territory of the Federal Republic. It also does not permit the commencement of gainful employment.

A fictional certificate cannot be issued to holders of a Schengen visa for short-term residence (Category C).

## Prerequisites

- **Lawful residence with and without residence permit**

At the time of submitting the application, the male or female applicant must either

- be in possession of a valid residence permit (temporary residence permit or national visa for long-term durations - Category D - ) or
- be lawfully entitled to residence without a visa in the territory of the Federal Republic, because he or she is thus authorised by virtue of his/her nationality.

- **Application for Issuance of a Residence Permit**

A fictional certificate will be issued only when an application has been submitted for the issue or renewal of a residence permit and at the time of presentation no decision can be made regarding the application. Therefore, the prior submission of an application for a residence permit is necessary so that a fictional certificate may be issued.

- **Main residence in Berlin**

- **A personal interview is required**

## Documents required

- **Valid passport or passport substitute**

A fictional certificate is always only valid in conjunction with a valid passport or substitute passport.

- **Previous residence permit**

If available, the previous residence permit shall be presented, e.g. the electronic residence permit (eRP).

- **Proof of main residence in Berlin**

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

## Fees

- For adults: 13.00 euros
- For minors: 6.50 euros

Free of charge for:

- Turkish citizens
- Foreigners recognised as being entitled to asylum
- Foreigners with a granted refugee status within the meaning of Section 3 (1) of the Asylum Act
- Foreigners with a granted subsidiary protection status within the meaning of Section 4 (1) of the Asylum Act
- Resettlement refugees within the meaning of Section 23 (4) of the Act on the Residence
- Foreigners who receive a scholarship from public funds for their stay

or

- when presenting a current proof of receiving benefits according to SGB II or XII or the Asylum Seekers Benefits Act

## Legal basis

- **section 81 Aufenthaltsgesetz - AufenthG**

([http://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p1240](http://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p1240))

## Average time to process request

The fictional certificate will be issued after the personal interview.

## More information

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

(<https://service.berlin.de/dienstleistung/120686/>)

- **Example: confirmation of occupancy from the landlord**

(<http://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohne>)

[rangelegenheiten/\\_assets/mdb-  
f402544-20161102\\_wohnunggeberbestaetigung.pdf\)](#)