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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)

Application certificate for family members of EU (except Germany) and EEA citizens

Please note: This service is **not available for family members** (spouses, parents, children) **of German citizens**. If you are a family member of a German citizen, please inform yourself about the "Residence permit for spouses, parents and children of German citizens" (see section "More information").

Family members subject to the law on freedom of movement of a citizen of the EU or of the EEA (Iceland, Liechtenstein, Norway) who themselves are not citizens of the EU or EEA officially receive a residence card for five years within six months after they have furnished the required information. The residence card evidences their right to entry and residence deriving from the freedom of movement rights accorded to citizens of the EU or of the EEA.

If a residence card cannot be issued immediately to a citizen of the EU or EEA at the time of the appointment, e.g. because documents are still missing, an informal application certificate will be issued. This certificate is valid for six months from the month of issue.

Family members of other foreign or German citizens receive neither a residence card nor an application certificate.

Prerequisites

- **Residence card required**

The issue of a residence card is desired, which, however, cannot yet be issued at the time of the personal appointment because of missing documents.

Documents required

- **For this, please see the information regarding the residence card** (<https://service.berlin.de/dienstleistung/324282/standort/121885/en/>)

Fees

None

Legal basis

- **Freizügigkeitsgesetz/EU (FreizügG/EU) § 5 Abs. 1** (https://www.gesetze-im-internet.de/englisch_freiz_gg_eu/englisch_freiz_gg_eu.html#p0074)

More information

- **Residence card for family members of EU (except Germany) and EEA citizens** (<https://service.berlin.de/dienstleistung/324282/standort/121885/en/>)
- **Residence permit for spouses, parents and children of German**

citizens

(<https://service.berlin.de/dienstleistung/328191/standort/121885/en/>)

- **Residence permit for spouses, parents and children of foreign citizens (general)**

(<https://service.berlin.de/dienstleistung/305289/standort/121885/en/>)