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# Berlin Immigration Office, Friedrich-Krause-Ufer

Landesamt für Einwanderung (LEA)

## Address

Friedrich-Krause-Ufer 24  
13353 Berlin

## Contact

Telephone: (030) 90269-4000

Fax: -

Internet: <https://www.berlin.de/einwanderung/en>

Contact form: <https://www.berlin.de/einwanderung/en>

## Barrier-free access



Elevators in the houses A and C

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Tuesday: 7:00 a.m. to 2:00 p.m. (by appointment only)

Wednesday: 8:00 a.m. to 2:00 p.m. (by appointment only )

Thursday: 9:00 a.m. to 5:00 p.m. (by appointment only )

Friday: 8:00 a.m. to 12:00 p.m. (by appointment only)

## Transportation links

### S-Bahn

0.7km [S+U Westhafen](#)

S46, S41, S42

### U-Bahn

0.6km [U Amrumer Str.](#)

U9

0.8km [S+U Westhafen](#)

U9

### Bus

0.3km [Quitowstr.](#)

123, M27

0.3km [Perleberger Brücke](#)

123, 142, M27, N40

## **Additional information**

- Payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.
- Photo booth and copier (fees apply) are available in the cash desk area (Building A, 1st floor).

## **Payment options**

Cash payment  
girocard (with PIN)

# Residence permit with right of return

Granting of a temporary residence permit with right of return.

This right can be granted if the person spent many years lawfully residing in the federal territory as a minor.

The application for a temporary residence permit must be filed after the person reaches the age of 15 and before he or she reaches the age of 21, as well as within five years of departure from the federal territory.

Simplified requirements shall apply to foreigners who have been forced into marriage by means of violence or threat and have been prevented from returning to Germany.

## Prerequisites

- **Time of the application**

The application for a temporary residence permit must be filed after the person reaches the age of 15 and before he or she reaches the age of 21, as well as within five years of departure.

Derogation from these requirements may be possible to prevent particular hardship.

- **Habitual residency for eight years**

The foreigner must have lawfully resided in the federal territory for at least eight years prior to departure.

These requirements may be waived if the person has acquired a recognised school-leaving certificate in the federal territory or in cases of particular hardship.

- **Six years of school attendance**

The foreigner must have attended a school in the federal territory for at least six years prior to departure.

Derogation from this requirement is possible to prevent particular hardship.

- **Secured livelihood**

The person's subsistence must be ensured by their own economic activity or by a maintenance commitment into which a third party has entered for a period of at least five years.

- **Simplified requirements for victims of forced marriages.**

Simplified requirements apply to victims of forced marriages who were prevented from returning to Germany. It must be possible to present the circumstances of the forced marriage in a credible form.

In these cases, the application must be filed within three months after the coercive situation has ended, and no later than within five years of departure from the federal territory.

It must also appear certain that the person, based on their education and way of life to date, will be able to integrate into the way of life in Germany.

- **Main residence in Berlin**

- **Personal appearance by appointment is required**

To make an appointment, please contact the relevant unit using the contact form (see section "More information").

## Documents required

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

- **Valid passport or passport substitute**

- **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.

- **All German school reports and qualifications**

- **Proof of secured livelihood (original)**

If a third party is to provide maintenance, they must submit the following:

- Employees: employment contract, current certificate from the employer confirming ongoing employment (not older than 14 days), the last six pay slips
- Self-employed persons: audit report completed by a tax advisor, auditor, or tax agent, together with the documents mentioned therein, such as an extract from the commercial register (see "Forms")
- Rental agreement or proof of home ownership
- Passport or identity card

If the applicant intends to cover their living expenses from their own resources, they must submit the following:

- Proof of intended gainful employment, stating the expected income
- A rental agreement or proof of home ownership, and
- Health insurance

- **Proof of your residence in Berlin**

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

## 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/\\_assets/lea-agen1-antrag\\_engl\\_frz\\_ital-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/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/\\_assets/lea-agen2-antrag\\_griech\\_tuerk\\_viet-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/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/\\_assets/lea-agen3-antrag\\_span\\_port\\_russ-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/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/\\_assets/lea-agen4\\_-antrag\\_serb\\_bos-112021\\_final.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/lea-agen4_-antrag_serb_bos-112021_final.pdf))
- **Audit report form (Prüfungsbericht) for self-employed and freelancers**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_assets/pruefungsbericht\\_bis.docx](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_assets/pruefungsbericht_bis.docx))

## Fees

- 100.00 euros for the initial issuance of the residence permit
- 93.00 euros for each extension
- For Turkish citizens: a maximum of 46.00 Euro.

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

## Legal basis

- **Aufenthaltsgesetz (AufenthG) § 37**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0939](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0939))

## 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 (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))