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# Bürgeramt Sonnenallee

Bezirksamt Neukölln

## Address

Sonnenallee 107  
12045 Berlin

## Mailing address

## Contact

Telephone: (030) 115

Informationen zum 115 Service-Center: <https://www.berlin.de/115/>

Fax: (030) 4664 - 508899

Internet:

<https://www.berlin.de/ba-neukoelln/politik-und-verwaltung/aemter/amt-fuer-buergerdienste/buergeramt/>

E-mail: [buergeramt@bezirksamt-neukoelln.de](mailto:buergeramt@bezirksamt-neukoelln.de)

## Information on the address of this location

Eingang Wildenbruchstr. 1

## 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: 08.00-15.00 Uhr (nur mit Termin)

Tuesday: 11.00-18.00 Uhr (nur mit Termin)

Wednesday: 08.00-13.00 Uhr (nur mit Termin)

Thursday: 11.00-18.00 Uhr (nur mit Termin)

Friday: 08.00-13.00 Uhr (nur mit Termin)

## Information for customers with an appointment

Für die Bearbeitung Ihres Anliegens bitten wir Sie einen Termin zu buchen, möglichst unter Angabe aller Ihrer Anliegen!

Terminbuchungen sind

- über das Internet (Terminbuchungen berlinweit) und
- telefonisch über die Servicenummer 115 möglich.

Wir bitten die Kunden mit Termin um rechtzeitiges Erscheinen. Sie werden über ihre Vorgangsnummer aufgerufen und können gleich im Warteraum Platz nehmen.

Sofern Sie ihren gebuchten Termin nicht wahrnehmen können, bitten wir Sie, diesen abzusagen.

## Nahverkehr

### U-Bahn

0.5km [U Rathaus Neukölln](#)

U7

0.6km [U Karl-Marx-Str.](#)

U7

### Bus

0km [Berlin, Erkstr.](#)

M41, 166, M43

0.3km [Geygerstr.](#)

M41

0.3km [U Rathaus Neukölln/Alfred-Scholz-Platz](#)

166, M43, N7

## Additional information

Bei uns können Sie mit der Giro Card und allen gängigen Kredit- und Debitkarten ausschließlich mit PIN bezahlen. Die Karte muss in das Lesegerät gesteckt werden und darf nicht nur aufgelegt werden, da sonst keine PIN Abfrage erfolgt! Kontaktloses Bezahlen mit Girocard und Kreditkarten sowie mit dem Smartphone oder auch der Smartwatch wird nicht akzeptiert.

Sollten Sie eine Barzahlung bevorzugen, buchen Sie bitte Termine am Standort Rathaus Neukölln.

Telefonische Nachfragen zu Lieferzeiten von Personaldokumenten sind nicht möglich!

## Payment options

Am Standort kann nur mit girocard (mit PIN) (ehemals EC Karte) bezahlt werden. (keine Barzahlung)

# Transfer of a EU Blue Card to a new passport

Do you have an EU Blue Card and have you received a new passport?

Then (only) the plastic card of your EU Blue Card residence permit is no longer valid, since this plastic card refers to your old passport. **However, your residence title EU Blue Card is still valid.**

Please read the following notes before booking an appointment.

## **Is your EU Blue Card only valid for a maximum of a further 6 months?**

If so, then a transfer no longer makes sense. Just come to the Berlin Immigration Office when it is time and necessary to renew your EU Blue Card. This will save you time and money.

## **Are you wanting to travel abroad?**

If no appointments are available at short notice, you can still travel abroad.

Re-entry to Germany is easy, if your EU Blue Card residence permit is still valid and you still have the old passport.

Take your old and new passports and your EU Blue Card with you on your trip.

However, we recommend that you enquire about the entry and exit conditions of the country you are visiting before you travel abroad (for example at the embassy of the country you are visiting).

## **Prerequisites**

- **Main residence in Berlin**

- **Personal appearance by appointment is required**

Transfers are made at the Citizens' Registration Offices or at the Berlin Immigration Office generally only with an appointment.

- **Transfer in a Bürgeramt**

You can generally have the transfer carried out at any Berlin Citizens Registration Office (Bürgeramt), as long as the following requirements are met:

- You have your old, full passport together with the valid EU Blue Card.
- The EU Blue Card was issued in Berlin.
- Your old passport is complete.
- There is no more than 12 months between the expiry date of the old passport and the date of issue of the new passport.
- You have not resided outside the federal territory for a continuous period longer than 12 months.

- **Transfer in the Berlin Immigration Office**

If one of the above mentioned requirements for making the transfer at the Citizens Registration Office (Bürgeramt) is not met (e.g. old passport is no longer present, the EU Blue Card was not issued in Berlin) the Berlin Immigration Office is responsible for the transfer.

## **Documents required**

- **Your new passport**

- **Your old passport**

If your passport has been stolen and you have reported the theft to the police, please bring the report with you.

- **Your EU Blue Card together with the supplementary sheet**

- **1 current biometric photo**

([https://www.berlin.de/labo/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))

35мм x 45мм, в анфас, нейтральное выражение лица, рот закрыт, взгляд направлен прямо в камеру, светлый фон

## Fees

- 67.00 euros

For Turkish citizens

- until the age of 24 years: 22.80 euros
- from the age of 24 years: 37.00 euros

## Legal basis

- **Aufenthaltsverordnung (AufenthV) § 45c**

([https://www.gesetze-im-internet.de/aufenthv/\\_45c.html](https://www.gesetze-im-internet.de/aufenthv/_45c.html))

- **Aufenthaltsverordnung (AufenthV) § 52a**

([https://www.gesetze-im-internet.de/aufenthv/\\_52a.html](https://www.gesetze-im-internet.de/aufenthv/_52a.html))

## Average time to process request

about 4 to 5 weeks

## Hinweise zur Zuständigkeit

You can generally have the transfer carried out at any **Berlin Citizens**

**Registration Office (Bürgeramt)**, as long as the following requirements are met:

- You have your old, full passport together with the valid EU Blue Card.
- The EU Blue Card was issued in Berlin.
- Your old passport is complete.
- There is no more than 12 months between the expiry date of the old passport and the date of issue of the new passport.
- You have not resided outside the federal territory for a continuous period longer than 12 months.

In all other cases: **Berlin Immigration Office**