

## Employment - Change of employer

\* Do you have a residence permit for the purpose of employment or an EU Blue Card?

\* Does your work permit specify a particular company?

\* Do you want to change company?

Then please apply to have your residence permit for the purpose of employment or EU Blue Card amended. Please note, however, before our instructions.

\*Note:\* Your residence permit for the purpose of employment/your EU Blue Card does not have to be amended, if you

\* have already worked for at least two years with a residence permit for the purpose of employment \*or\*

\* you have resided continuously in Germany for at least three years with a residence permit (except for study)

\*and\*

\* in addition, no time limit is fixed by law for your type of employment (such as, for example, in the case of speciality chefs or within the framework of an exchange of personnel of an internationally operating company).

You can then move to another skilled employment without prior approval. The Foreigners Registration Office will provide you with written confirmation of this on request.

\* Do you still work for the same employer, but something has changed, for example the name of the company or of your job? Also in this case your residence permit EU does not need to be changed. Then please read our "fact sheet for foreign workers" (see below in section "More information").

### Prerequisites

- Possession of a valid residence permit for the purpose of employment or an EU Blue Card

Your residence title needs to be changed? Then we recommend to book an appointment for the reissue (see below bookable services in the section "More information").

- Work permit is limited to one company and you want to change company
- Main residence in Berlin
- Application

You can also send the application by e-mail, fax or post. But we recommend an appointment booking.

## Documents required

- Form "Antrag auf Erlaubnis einer Beschäftigung" (filled out)
- Form "Stellenbeschreibung" (filled out)
- Employment contract
- Passport  
If you apply in writing, submit copies of your passport as well.
  
- Proof of main residence in Berlin
  - \* Certificate of registration at the main residence \*or\*
  - \* lease and written confirmation of occupancy from the landlord

## Forms

- Form "Antrag auf Erlaubnis einer Beschäftigung" (Application for an employment permit)  
[https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/mdb-f50328-antrag\\_auf\\_erlaubnis\\_einer\\_besch\\_ftigung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f50328-antrag_auf_erlaubnis_einer_besch_ftigung.pdf)
- Form "Stellenbeschreibung" (Job description)  
[https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/mdb-f50329-stellenbeschreibung\\_2017.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f50329-stellenbeschreibung_2017.pdf)

## Fees

- \* If the residence permit or EU Blue Card needs to be amended: free of charge
- \* For issuing a certificate: 18.00 euros
- \* If the residence permit needs to be extended: 49.00 to 96.00 euros (depending on the technical effort)
- \* If the EU Blue Card has to be extended: 96.00 euros

## Legal basis

- section 19a para 4 Aufenthaltsgesetz  
[http://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0298](http://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0298)
- section 82 para 6 Aufenthaltsgesetz  
[http://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p1246](http://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p1246)
- section 9 Beschäftigungsverordnung  
[http://www.gesetze-im-internet.de/beschv\\_2013/\\_9.html](http://www.gesetze-im-internet.de/beschv_2013/_9.html)

## More information

- Issuance or extension of a EU Blue Card  
<https://service.berlin.de/dienstleistung/324659/standort/327437/en/>
- Issuance or extension of a residence permit for the purpose of

employment

<http://service.berlin.de/dienstleistung/305304/standort/121885/en>

- Fact sheet for foreign workers

[http://www.berlin.de/b-intern.de/service/formularverzeichnis/labozuwanderung/\\_assets/lab0-4316a-merkblatt-fuer-arbeitnehmer-und-arbeitnehmerinnen.pdf](http://www.berlin.de/b-intern.de/service/formularverzeichnis/labozuwanderung/_assets/lab0-4316a-merkblatt-fuer-arbeitnehmer-und-arbeitnehmerinnen.pdf)

## Responsible authority

The <https://service.berlin.de/dienstleistung/326856/standort/327437/en/> location Keplerstraße\*) is only responsible for this service if you have one of the following residence titles:

\* EU Blue Card (Blaue Karte EU)

\* Residence permit for the employment as an au pair, scientist, visiting scholar, academic staff or for an internship

The <https://service.berlin.de/dienstleistung/326856/standort/121885/en/> location Friedrich-Krause-Ufer\*) is only responsible for this service if

\* you have a residence permit for another employment.

Your residence title was issued by our Business Immigration Service?

\* Then please contact our

<https://service.berlin.de/dienstleistung/326856/standort/327805/en/> Business Immigration Service\*) by e-mail in advance.

## Information on this location

### Berlin Immigration Office, Friedrich-Krause-Ufer

#### Address

Friedrich-Krause-Ufer 24  
13353 Berlin

#### Current information on this location

Due to the pandemic spread of the corona virus, the service is restricted until further notice.

In order to protect against the risk of infection we have switched to processing customer applications online and in writing.

Please note the current information on our website.

## Sonstige Hinweise zum Standort

Photo booth and copier (charge) are located at the cashier (house A, first floor).

## Barrier-free access

This facility is wheelchair accessible.  
Handicapped parking space available.  
A wheelchair-accessible elevator is available.  
A wheelchair-accessible WC is available.

Elevators in the houses A and C

## Opening hours

Monday: Until further notice, processing of applications is generally only possible online and in writing  
Tuesday: Until further notice, processing of applications is generally only possible online and in writing  
Wednesday: Until further notice, processing of applications is generally only possible online and in writing  
Thursday: Until further notice, processing of applications is generally only possible online and in writing  
Friday: Until further notice, processing of applications is generally only possible online and in writing

## Information for customers with an appointment

\* \*We have switched to processing customer applications online and in writing\*  
\* \*Please note the  
[[<https://www.berlin.de/einwanderung/ueber-uns/aktuelles/artikel.910230.php>|current information on our website]].\*

## Public transportation

S-Bahn S 41/42 (Westhafen)  
U-Bahn U 9 (Amrumer Str.)  
Bus 123, 142, M27

## Contact

Telephone: (030) 90269-4000

Fax: (030) 90269 4099

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

E-mail:

<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.886021.php>

## **Payment methods**

You can pay in cash or with a debit card (Girocard) (with PIN) at this location.

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