

## Transferring a residence card or permanent residence card to a new passport

Are you the holder of a residence card or permanent residence card? And have you received a new passport? If so, you can have your residence card or permanent residence card reissued.

Normally, the new residence card or permanent residence card will be issued as a folded card. At the present time, it cannot be issued as an electronic document except in special and exceptional cases.

Are you the holder of a residence title (such as a residence permit) but not a residence card or permanent residence card? In this case, please see the section, [?More information ?](#).

\*If you wish to travel abroad before your new residence card or permanent residence card has been issued:\*

If you wish to travel abroad in the meantime, please take both your old passport and your new passport with you. This will enable you to return to Germany. Other conditions may apply in the country to which you wish to travel. Please find out which documents you need for your planned trip in good time. For example, you can obtain relevant information from the embassy or consulate of the country to which you wish to travel.

### Prerequisites

- Ownership of a residence card or permanent residence card  
Your residence card or permanent residence card was issued to you as a relative of a citizen of the European Union (EU) or the European Economic Area (EEA, which consists of Iceland, Liechtenstein and Norway).  
You yourself do not have citizenship of a member state of the EU or the EEA.
- New passport  
You have already received a new passport.
- Main residence in Berlin
- On-site  
You can transfer your residence card or permanent residence card only by coming to us in person. Please arrange an appointment for this purpose. You can also arrange for another person to represent you at the appointment if you give this person a written power of attorney.

### Documents required

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New passport

- Residence card or Permanent residence card
- 1 current biometric photo

The photograph must be current. It must also meet the requirements for photographs in electronic passports. The photo sample page of the German Federal Printing Office (Bundesdruckerei) [[http://www.personalausweisportal.de/SharedDocs/Downloads/DE/Weitere-Informationen/Fotomustertafel.pdf?\\_\\_blob=publicationFile](http://www.personalausweisportal.de/SharedDocs/Downloads/DE/Weitere-Informationen/Fotomustertafel.pdf?__blob=publicationFile)] includes the individual requirements.

- If you have a representative: representative's power of attorney and identification document

If you do not come to us in person:

- \* Written power of attorney
- \* Identification document of the person representing you - for example, an ID card or passport.

## Fees

From 1 September 2017:

- \* Up to the age of 24: 10.00 euros to 22.80 euros
- \* Over the age of 24: 10.00 euros to 28.80 euros

The fees are assessed based on the actual technical effort.

## Legal basis

- Section 47 Aufenthaltsverordnung (AufenthV)

## Average time to process request

In general, the transfer may be made immediately upon appointment.

## More information

- Transfer of a valid residence permit to a new passport  
<https://service.berlin.de/dienstleistung/121874/en/>
- Transfer of a EU Blue Card to a new passport  
<https://service.berlin.de/dienstleistung/326798/en/>
- Transfer of a permanent residence permit to a new passport  
<https://service.berlin.de/dienstleistung/324280/en/>

## Responsible authorities

You can only use this service at the Foreigners Registration Office of the Landesamt für Bürger- und Ordnungsangelegenheiten (LABO) at the location

Friedrich-Krause-Ufer.

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