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|---|---|
| <b>Residence permit for Swiss nationals and their family members - Transfer to a new passport</b> ..... | 2 |
| <b>Prerequisites</b> .....  | 2 |
| <b>Documents required</b> .....   | 2 |
| <b>Fees</b> .....   | 2 |
| <b>Legal basis</b> .....  | 2 |
| <b>Average time to process request</b> .....  | 3 |
| <b>More information</b> .....   | 3 |
| <b>Notes on responsibility</b> .....  | 3 |

# Residence permit for Swiss nationals and their family members - Transfer to a new passport

You possess a temporary residence permit (Switzerland) and have received a new passport or Swiss identity card?

In this case you are entitled to receive a new temporary residence permit (Switzerland).

## Prerequisites

- **Possession of a residence permit for Swiss nationals and their family members**
- **New passport or Swiss ID-Card**
- **Main residence in Berlin**  
([https://service.berlin.de/dienstleistung/120686/de\\_plain/](https://service.berlin.de/dienstleistung/120686/de_plain/))
- **Personal appearance by appointment is required**  
To schedule an appointment, please contact the relevant units, F 1 and F 2, using the contact form (see "More Information").

## Documents required

- **New passport or Swiss ID-Card**
- **Residence permit for Swiss nationals and their family members**
- **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.

## Fees

### Swiss nationals

- From the age of 24 years: 46.00 euros
- Until the age of 24 years: 27.60 euros

### Family members from other countries

- For adults: 670.00 euros
- For minors: 33.50 euros

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

## Legal basis

- **Aufenthaltsverordnung (AufenthV) § 52**

([https://www.gesetze-im-internet.de/englisch\\_aufenthv/englisch\\_aufenthv.html#p0463](https://www.gesetze-im-internet.de/englisch_aufenthv/englisch_aufenthv.html#p0463))

## **Average time to process request**

After your scheduled appointment, it takes about 4 weeks for the residence permit to be issued as an electronic residence title and be ready for pickup.

## **More information**

- **Contact form for scheduling an appointment at units F 1 and F 2 (Berlin Immigration Office)**  
(<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.1601772.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>)

## **Notes on responsibility**

This service can only be taken advantage of in the Berlin Immigration Office (Landesamt für Einwanderung – LEA) at Friedrich-Krause-Ufer.