

**Residence permit for Swiss nationals and their family members - Transfer to a new passport** ..... 2

**Prerequisites** ..... 2

**Documents required** ..... 2

**Fees** ..... 2

**Legal basis** ..... 2

**Average time to process request** ..... 2

**Responsible authority** ..... 3

**Berlin Immigration Office, Friedrich-Krause-Ufer** ..... 4

**Address** ..... 4

**Contact** ..... 4

**Barrier-free access** ..... 4

**Opening hours** ..... 4

**Additional information** ..... 4

**Payment options** ..... 4

**Public transportation** ..... 4

# 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**
- **On-site**

The residence permit can only be transferred on site. Please make an appointment.

## Documents required

- **New passport or Swiss ID-Card**
- **Residence permit for Swiss nationals and their family members**
- **Current biometric photo**  
([https://www.berlin.de/labo/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))

The photograph must be current. It must also fulfill the photograph requirements for electronic passports.

## Fees

### Swiss nationals:

- From the age of 24 years: 37.00 euros
- Until the age of 24 years: 22.80 euros

### Family members from other countries

- For adults: 67.00 euros
- For minors: 33.50 euros

## Legal basis

- **Section 52 Aufenthaltsverordnung (AufenthV)**  
([https://www.gesetze-im-internet.de/aufenthv/\\_\\_52.html](https://www.gesetze-im-internet.de/aufenthv/__52.html))

## Average time to process request

About 5-6 weeks

## **Responsible authority**

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

## Information on this location

# Berlin Immigration Office, Friedrich-Krause-Ufer

## Address

Friedrich-Krause-Ufer 24  
13353 Berlin

## Contact

Telephone: (030) 90269-4000

Fax: (030) 90269 4099

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

Contact form: <https://www.berlin.de/einwanderung/ueber-uns/kontakt/>

## Barrier-free access

Elevators in the houses A and C



[Explanation of symbols](#)

## 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)

## Additional information

- Payments are also possible by credit card (VISA, Mastercard and Maestro).
- Photo booth and copier (charge) are located at the cashier (house A, first floor).

## Payment options

Cash and girocard (with PIN) (formerly EC card) can be used for payment at the location.

## Public transportation

 S-Bahn

0.7km [S+U Westhafen](#)  
S42, S45, S46, S41

 **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