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# LEA, Business Immigration Service (BIS)

Landesamt für Einwanderung (LEA)

## Address

Fasanenstraße 85  
10623 Berlin

## Mailing address

## Contact

Telephone: (030) 90269-4000

Fax: -

Internet:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

Contact form:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

## Information on the address of this location

**The postal address differs from the address of the location.**

Therefore, please always send letters to: Landesamt für Einwanderung, Friedrich-Krause-Ufer 24, 13353 Berlin.

## 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 - 12:00  
13:00 - 15:00  
(by appointment only)

Tuesday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Wednesday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

Thursday: 08:00 - 12:00  
13:00 - 15:00  
(by appointment only)

## Changes in opening hours

Appointments outside opening hours by arrangement

## Transportation links

### S-Bahn

0.2km [S+U Zoologischer Garten Bhf](#)  
S3, S5, S7, S9

### U-Bahn

0.3km [S+U Zoologischer Garten Bhf](#)  
U9, U2

### Bus

0.2km [S+U Zoologischer Garten/Jebensstr.](#)  
245, M45, M49, 100, 200, N2, N9

0.2km [Theater des Westens](#)  
M49, X34

0.2km [Uhlandstr./Kantstr.](#)  
M49, X34

0.3km [Steinplatz](#)  
245, M45, N2

0.3km [S+U Zoologischer Garten Bhf](#)  
109, 110, N10, X10, N7X, M49, N9, X34, 100, 200, 204, 245, 249, M45, M46, N1, N2, N26

0.3km [Hertzsallee](#)  
100, 109, 110, 200, 204, 245, 249, M45, M46, M49, N1, N2, N9, N10, N26, X10, X34

### Train

0.3km [S+U Zoologischer Garten Bhf](#)  
RB23, RE2, FEX, RE7

## Additional information

Payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.

## Payment options

girocard (with PIN)

# 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.