

LEA, Business Immigration Service (BIS)	2
Address	2
Mailing address	2
Contact	2
Information on the address of this location	2
Barrier-free access	2
Opening hours	2
Changes in opening hours	2
Transportation links	3
Additional information	3
Payment options	3
Residence permit for Swiss nationals and their family members - Transfer to a new passport	4
Prerequisites	4
Documents required	4
Fees	4
Legal basis	4
Average time to process request	5
More information	5
Notes on responsibility	5

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, S75, 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, 249, N26, RE7, 100, 200, 204,
245, M45, M46, N1, N2

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

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/)
- **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)

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.