

<b>Berlin Immigration Office, Friedrich-Krause-Ufer</b> .....	2
<b>Address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Transportation links</b> .....	2
<b>Additional information</b> .....	2
<b>Payment options</b> .....	3
<b>Residence document-GB</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Forms</b> .....	5
<b>Fees</b> .....	6
<b>Legal basis</b> .....	6
<b>Average time to process request</b> .....	6
<b>More information</b> .....	6

# Berlin Immigration Office, Friedrich-Krause-Ufer

Landesamt für Einwanderung (LEA)

## Address

Friedrich-Krause-Ufer 24  
13353 Berlin

## Contact

Telephone: (030) 90269-4000

Fax: -

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

Contact form: <https://www.berlin.de/einwanderung/en>

## Barrier-free access



Elevators in the houses A and C

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## 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)

## Transportation links

### 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, M27, N40

## Additional information

- Payments are also possible by credit card (VISA, Mastercard) and contactless

via smartwatch or smartphone.

- Photo booth and copier (fees apply) are available in the cash desk area (Building A, 1st floor).

## **Payment options**

Cash payment

girocard (with PIN)

# Residence document-GB

UK nationals require a residence title or other proof of their right of residence in order to stay in Germany.

If UK nationals and their family members moved to Germany by 31.12.2020, they derive a right of residence from EU law. In that case more generous conditions apply.

You will be issued with a GB residence document ex officio. This is generally valid for 10 years and certifies your right of entry and residence. With this document you are entitled to exercise all forms of economic activity (employment or self-employed activities).

## Prerequisites

- **British citizenship**
  - The designation "British Citizen" is stipulated on the passport.
  - Besides your UK nationality, you do not hold German citizenship or the nationality of another member state of the EU or EEA (Iceland, Liechtenstein, Norway).
- **Non-UK family members**

You are a family member of a UK national but do not yourself have UK citizenship? In that case you can only obtain the GB residence document if you are not a national of a member state of the EU or the EEA (Iceland, Liechtenstein, Norway).
- **You moved your place of residence to Germany by 31.12.2020.**
- **Main residence currently in Berlin**

You are only registered at a secondary place of residence (Nebenwohnsitz) in Berlin? Then please contact the Foreigners Authority in your principal place of residence.
- **Personal appointment**
  - In the case of families, all family members (spouses and minor children) must attend the interview together.
  - Please use the contact form to contact the responsible department E 6 (see section "More information") to arrange an appointment.

## Documents required

- **Form "Angaben zur Ausstellung eines AufenthaltsdokumentsGB" (Information on the issue of a residence document-GB) - completed**

The form must be completed for every person who would like to receive a GB residence document.
- **Valid passport**

The passport must be valid for at least 6 months after the appointment.
- **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.

- **If you are married: your wedding certificate or same-sex registered partnership certificate**

- **For children under 18: birth certificate and current certificate of school attendance**

The school certificate should not be older than 14 days at the time of the appointment.

- **Where available: existing residence documents under EU free movement law**

Only if a German Foreigners Authority has issued you or your family members with one of the following documents:

- Residence card
- Permanent residence card or
- Certificate of the right of permanent residence for Union citizens

- **Employees: Documents on the employment**

- Current certificate from the employer stating the type and duration of employment
- last salary statement

- **Self-employed and freelance workers: Documents on the self-employment**

- Commercial register extract (Handelsregisterauszug ) or business registration (Gewerbeanmeldung)
- Current tax demand

- **If you are studying: Current certificate of matriculation at educational establishment**

- **If you are not / no longer engaging in economic activity: Proof of livelihood**

- Proof of income (e.g. pension slip)
- Certificate of current health insurance cover

- **If you are drawing job centre or welfare office benefits**

- Benefits in accordance with the German social assistance legislation SGB II (so-called „Hartz IV“): current job centre statement
- Benefits in accordance with the German social assistance legislation SGB XII (Grundsicherung): current welfare office statement

- **Proof of your residence in Berlin**

- Certificate of registration at the main residence **or**
- lease and written confirmation of occupancy from the landlord

- **Only in specific cases for assessing the right of permanent residence: proof of continuous residence in Germany**

- Will you have lived in Germany for at least five years by the time of your appointment?
- And you moved to Berlin less than five years ago?

Then please bring proof of your previous place of residence in Germany (e.g. tax declaration, tenancy agreement or similar document) with you.

## Forms

- **Form "Angaben zur Ausstellung eines Aufenthaltsdokument-GB"**

([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-5004-angaben-zum-aufenthaltsdokument-gb.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-5004-angaben-zum-aufenthaltsdokument-gb.pdf))

## Fees

For the issuance of the GB residence document:

- From the age of 24 years: 46.00 euros
- Until the age of 24 years: 27.60 euros
- Free of charge if already in possession of a permanent residence card

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

## Legal basis

- **Freizügigkeitsgesetz/EU (FreizügG/EU) § 16**  
([https://www.gesetze-im-internet.de/freiz\\_gg\\_eu\\_2004/\\_16.html](https://www.gesetze-im-internet.de/freiz_gg_eu_2004/_16.html))

## Average time to process request

After the appointment, it takes approximately 4 weeks for the residence document GB to be issued as an electronic residence permit and ready for collection.

## More information

- **Contact form for scheduling an appointment (Landesamt für Einwanderung)**  
(<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.1267736.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>)
- **FAQ about Brexit (Landesamtes für Einwanderung)**  
(<https://www.berlin.de/einwanderung/en/residence/brexit/>)
- **Certificate of registration at the main residence (Melde-Bestätigung)**  
([https://service.berlin.de/dienstleistung/120686/de\\_plain/](https://service.berlin.de/dienstleistung/120686/de_plain/))
- **Form: Confirmation of occupancy from the landlord (Wohnungsgeber-Bestätigung)**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/\\_assets/mdb-f402544-20161102\\_wohnungsgeberbestaetigung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zentrale-einwohnerangelegenheiten/_assets/mdb-f402544-20161102_wohnungsgeberbestaetigung.pdf))