

<b>Bürgeramt Schöneweide</b> .....	2
<b>Address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Information for customers with an appointment</b> .....	2
<b>Transportation links</b> .....	2
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Transfer of a Residence document-GB (for British nationals and their family members) to a new passport</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	5
<b>Fees</b> .....	5
<b>Legal basis</b> .....	5
<b>Average time to process request</b> .....	5
<b>More information</b> .....	5
<b>Notes on responsibility</b> .....	5

# Bürgeramt Schöneweide

Bezirksamt Treptow-Köpenick

## Address

Michael-Brückner-Str. 1  
12439 Berlin

## Contact

Telephone: 115

Fax: (030) 90297-4021

Internet:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/amt-fuer-buergerdienste/buergeramt/>

E-mail: [buergeramt2@ba-tk.berlin.de](mailto:buergeramt2@ba-tk.berlin.de)

## 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: 07:30-15:30 Uhr

Tuesday: 10:00-18:00 Uhr

Wednesday: 07:30-14:00 Uhr

Thursday: 10:00-18:00 Uhr

Friday: 07:30-13:00 Uhr

## Information for customers with an appointment

Wir bitten Sie um rechtzeitiges Erscheinen (ca. 5 Minuten vorher).

## Transportation links

### S-Bahn

0.1km [S Schöneweide Bhf](#)

S46, S8, S9, S47, S85, S41

### Bus

0km [S Schöneweide Bhf](#)

S46, S9, S41, S47, 160, 165, N60, N65, S9X, S9A

### Tram

0.1km [S Schöneweide Bhf](#)

21, 37, 60, 61, 67, M17, 27

### Train

0.2km [S Schöneeweide Bhf](#)

RE2, RB32, RB24

## Additional information

### Erweiterter Bürgerservice - Terminfreie Angebote

Das Bürgeramt (Adlershof / Rathaus Köpenick / Schöneeweide) bietet ab sofort ausgewählte Dienstleistungen ohne vorherige Terminvereinbarung an. Damit wird das bestehende Terminangebot erweitert und der Bürgerservice noch flexibler gestaltet.

Diese Dienstleistungen können Sie ohne Termin an diesem Standort erledigen:

- Meldebescheinigungen
- Führungszeugnisse
- Gewerbezentralregisterauskünfte
- PIN-Rücksetzungen (soweit technisch möglich)
- Abholung von Ausweisdokumenten (Personalausweis, Reisepass)
- Beratung zu Online-Dienstleistungen und schriftlichen Antragstellungen

Bitte beachten Sie, dass die Möglichkeit der spontanen Vorsprachen je nach Besucheraufkommen begrenzt sein kann.

Bitte bringen Sie alle erforderlichen Unterlagen vollständig mit, um eine schnelle Bearbeitung zu ermöglichen.

Für alle anderen Dienstleistungen ist weiterhin eine vorherige Terminbuchung erforderlich.

Termine können wie gewohnt über das ServicePortal Berlin oder das Bürgertelefon 115 gebucht werden.

Viele Anliegen können Sie auch digital erledigen – Informationen zu den verfügbaren Online-Diensten finden Sie ebenfalls im ServicePortal.

Nachgewiesene [dringliche Angelegenheiten, sogenannte Notfallkunden](#), werden noch am Tag Ihrer Vorsprache in jedem Berliner Bürgeramt, verbunden mit einer Wartezeit, bearbeitet.

### Allgemeine Informationen

- Ergänzend kann am Standort mit den Kreditkarten (credit/debit) VISA, V Pay, Mastercard und Maestro bezahlt werden.
- An diesem Standort ist ein kostenpflichtiges Selbstbedienungsterminal zur Erfassung von Ausweis-Daten/Passfotos vorhanden.

## Payment options

Barzahlung

Girocard (mit PIN)

# Transfer of a Residence document-GB (for British nationals and their family members) to a new passport

Do you have a Residence document-GB and have you received a new passport?

Then (only) the plastic card of your Residence document-GB is no longer valid, since this plastic card refers to your old passport. However, your residence title Residence document-GB is still valid.

Please read the following notes before booking an appointment.

## **Is your temporary Residence document-GB only valid for a maximum of a further 6 months?**

If so, please do not attend the Berlin Immigration Office before it is necessary to extend your Residence document-GB. This will save you time and money.

## **Are you wanting to travel abroad?**

If no appointments are available at short notice, you can still travel abroad.

Re-entry to Germany is easy, if your Residence document-GB residence permit is still valid and you still have the old passport.

Take your old and new passports and your Residence document-GB with you on your trip.

However, we recommend that you enquire about the entry and exit conditions of the country you are visiting before you travel abroad (for example at the embassy of the country you are visiting).

## **Prerequisites**

- **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**

Transfers are made at the Citizens' Registration Offices or at the Berlin Immigration Office generally only with an appointment.

- **Transfer in a Bürgeramt**

You can generally have the transfer carried out at any Berlin Citizens Registration Office (Bürgeramt), as long as the following requirements are met:

- You have your old, full passport;
- The Residence document-GB was issued in Berlin;
- There is no more than 12 months between the expiry date of the old passport and the date of issue of the new passport;
- You have not resided outside the federal territory for a continuous period longer than 12 months.

- **Transfer in the Berlin Immigration Office**

If one of the above mentioned requirements for making the transfer at the Citizens Registration Office (Bürgeramt) is not met (e.g. old passport is no longer present, the Residence document-GB was not issued in Berlin) the

Berlin Immigration Office is responsible for the transfer.

## Documents required

- **Your new passport**
- **Your old passport**

If your passport has been stolen and you have reported the theft to the police, please bring the report with you.

- **Your Residence document-GB, if necessary together with the supplementary sheet (Zusatzblatt)**

Have you been issued with an supplementary sheet (folded paper document) in addition to the electronic residence permit (plastic card)? If so, please bring this supplementary sheet with you.

- **1 current, biometric passport photo (new regulation effective May 1, 2025)**
  - 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.
  - Before your appointment at the Bürgeramt, please note the information on passport photos in the location description.

## Fees

- 27.60 euros: up to the age of 24
- 46.00 euros: from the age of 24
- 6.00 euros: for creating a digital passport photo at the self-service terminal on site

## Legal basis

- **Aufenthaltsgesetz (AufenthG)**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/](https://www.gesetze-im-internet.de/englisch_aufenthg/))

## 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

- **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

You can generally have the transfer carried out at any **Berlin Citizens**

**Registration Office (Bürgeramt)**, as long as the following requirements are met:

- You have your old, full passport.
- The Residence document-GB was issued in Berlin.
- There is no more than 12 months between the expiry date of the old passport and the date of issue of the new passport.
- You have not resided outside the federal territory for a continuous period longer than 12 months.

In all other cases: **Berlin Immigration Office (Landesamt für Einwanderung)**