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# LEA, Keplerstr.

Landesamt für Einwanderung (LEA)

## Address

Keplerstraße 2  
10589 Berlin

## Mailing address

## Contact

Telephone: 90269-4000

Fax: -

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

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

## 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: 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

0.1km [U Mierendorffplatz](#)

U7

0.5km [S+U Jungfernheide Bhf](#)

U7

### Bus

0.1km [U Mierendorffplatz](#)

N7, M27

0.2km [Keplerstr.](#)

M27, N7

 **Train**

0.5km [S+U Jungfernheide Bhf](#)

RE4, RE2, RB21, RB10, RE8

## Additional information

- Fee payments are also possible by credit card (VISA, Mastercard) and contactless via smartwatch or smartphone.
- Photo booth available on the ground floor. Photos cost 5 euros. Please pay **cash** with coins or 5-euro notes (no change or card payments accepted at the photo booth).

## Payment options

girocard (with PIN)

# Apply for a residence permit for temporary protection for refugees from Ukraine

People who have been forced to flee Ukraine due to the war are granted a humanitarian residence permit for temporary protection. In Berlin, this residence permit can only be issued if you have already received an allocation decision from the State Office for Refugee Affairs (LAF) or another reception centre in Germany assigning you to Berlin. A registration certificate was issued to you following the allocation decision to Berlin.

## Procedure

**1.** Submit the "Online application for temporary protection for refugees from Ukraine".

- You will receive a PDF document confirming your application. This certifies your authorised stay in Germany and your right to take up employment until your appointment.
- Please save this document and, if possible, print it out as well.

**2.** Once you have submitted your "online application for temporary protection", you will be sent an appointment for an interview by email. However, due to the very high number of refugees from Ukraine, it may take some time before you receive your appointment.

**3.** Please bring the completed "Application for a Residence Permit" and all necessary documents with you to your appointment.

If you do not have a valid passport, passport substitute or Ukrainian identity card:

- If your passport, passport substitute or Ukrainian identity card has expired, please contact your embassy to renew the document.
- If you do not possess any of the aforementioned documents, please ask the Ukrainian Embassy to issue you with a certificate bearing a photograph confirming your identity...
- If you do not have any of the documents listed above, please ask the Ukrainian Embassy to issue you with a certificate of identity verification bearing a photograph.

## Prerequisites

- **You belong to the group of people listed below and were habitually resident in Ukraine before 24 February 2022**
  - Ukrainian nationals,
  - or: stateless persons and nationals who are not from EU/EEA countries or Ukraine and who have been granted international protection or equivalent national protection in Ukraine,
  - or: stateless persons and nationals who are not from EU/EEA countries or Ukraine and who can prove that they have been lawfully resident in Ukraine on the basis of a permanent residence permit issued under Ukrainian law,
  - or: family members of the persons mentioned above
- **You do not hold a temporary protection residence permit in another**

## **EU Member State**

- **Allocation decision regarding distribution to Berlin**

Anyone submitting an "online application for temporary protection" must have

- a placement decision assigning them to Berlin from the State Office for Refugee Affairs (LAF) or another reception centre in the Federal Republic of Germany. You have been issued with a registration certificate to this effect.

- **You have submitted the online application for temporary protection and are attending the interview**

Once you have submitted your online application for temporary protection, you will receive an appointment to attend an interview by email as soon as possible. You cannot attend the interview without an appointment.

## **Documents required**

- **Application for temporary protection under Section 24 of the Residence Act for refugees from Ukraine**

Available online only

- At the end of the online process, you will receive a PDF document confirming your application. Please save this document and, if possible, print it out as well.

- **Application for Issuance of a Residence Permit - in German, English, French, Italian**

(under "Forms")

Please bring the completed form with you to your appointment, along with all the necessary documents.

- **A valid form of identification**

For each person, we require at least one of the following documents:

- A valid passport or passport substitute
- A Ukrainian identity card
- If you do not hold a passport, passport substitute or Ukrainian identity card: a certificate issued by the Ukrainian Embassy confirming your identity

- **1 recent biometric photograph for each person**

([https://www.berlin.de/lab0/\\_assets/kraftfahrzeugwesen/foto-mustertafel.pdf](https://www.berlin.de/lab0/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf))

- **Your Ukrainian residence permit (if you are not a Ukrainian national)**

- **Proof of the allocation decision regarding relocation to Berlin**

You will receive a registration certificate from the State Office for Refugee Affairs (LAF) or another reception centre in the Federal Republic of Germany. This serves as proof of your allocation decision for placement in Berlin (see the template under 'Further information').

- **Marriage certificate or civil partnership certificate (if available)**

for married couples or civil partners

- **Birth certificate (if available)**

for children under the age of 18

- **Confirmation of your online application for temporary protection for refugees from Ukraine**

When you submitted the online application, a PDF was displayed. Please bring this with you, either printed out or in digital form on your smartphone.

- **Appointment confirmation**

You have received an appointment confirmation by email after submitting your online application for temporary protection. Please bring this invitation with you to your appointment (either as a printout or on your smartphone).

## Forms

- **Application for Issuance of a Residence Permit - in German, Russian, Spanish, Portuguese**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen3-antrag\\_span\\_port\\_russ-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen3-antrag_span_port_russ-112021.pdf))
- **Application for Issuance of a Residence Permit - in German, English, French, Italian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen1-antrag\\_engl\\_frz\\_ital-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen1-antrag_engl_frz_ital-112021.pdf))
- **Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Greek, Turkish, Vietnamese**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen2-antrag\\_griech\\_tuerk\\_viet-112021.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen2-antrag_griech_tuerk_viet-112021.pdf))
- **Application for Issuance of a Residence Permit - in German, Serbian, Bosnian**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/lea-agen4\\_-antrag\\_serb\\_bos-112021\\_final.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/lea-agen4_-antrag_serb_bos-112021_final.pdf))
- **Confirmation of the provision of long-term accommodation for Ukrainian refugees**  
([https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/\\_asets/bestatigung\\_uber\\_dauerhafte\\_gewahrung\\_einer\\_unterkunft\\_fur\\_ukrainische\\_gefluchtete.pdf](https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/bestatigung_uber_dauerhafte_gewahrung_einer_unterkunft_fur_ukrainische_gefluchtete.pdf))

## Fees

- None: Issuance of a residence permit

If a travel document needs to be issued:

- 60.00 Euro: From the age of 24
- 38.00 Euro: Up to the age of 24
- 14.00 Euro: For children up to the age of 12

## Legal basis

- **Residence Act (AufenthG) Section 24**  
([https://www.gesetze-im-internet.de/englisch\\_aufenthg/englisch\\_aufenthg.html#p0645](https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0645))
- **Council Implementing Decision (EU) 2022/382 of 4 March 2022**  
([https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=uriserv%3AOJ.L\\_.2022.071.01.0001.01.DEU&toc=OJ%3AL%3A2022%3A071%3ATOC](https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=uriserv%3AOJ.L_.2022.071.01.0001.01.DEU&toc=OJ%3AL%3A2022%3A071%3ATOC))

## Average time to process request

- Due to the very high number of refugees, it may take some time before you

receive an appointment.

- Immediately: if you visit in person with an appointment
- 5-6 weeks: if an electronic residence permit needs to be issued.

## More information

- **Information for refugees from Ukraine (Senate Chancellery)**  
(<https://www.berlin.de/ukraine/uk/>)
- **Frequently Asked Questions (FAQ) (Senate Chancellery)**  
(<https://www.berlin.de/ukraine/uk/tschasto-sadawani-pitannja/>)
- **Granting of temporary protection for refugees from Ukraine - Allocation decision (service)**  
(<https://service.berlin.de/dienstleistung/330869/>)
- **Confirmation of registration (registration of a flat) (service)**  
([https://service.berlin.de/dienstleistung/120686/de\\_plain/](https://service.berlin.de/dienstleistung/120686/de_plain/))
- **Template: Certificate of commencement**  
([https://www.berlin.de/einwanderung/\\_assets/anlaufbescheinigung\\_muster.png](https://www.berlin.de/einwanderung/_assets/anlaufbescheinigung_muster.png))

## Average time to process request

[https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/ukraine\\_en/index](https://liste-antraege-bc01.bda.service.berlin.de/intelliform/forms/default/bda/LEA/ukraine_en/index)