

Information sheet on application processing at the Ausländerbehörde (Foreigners' Registration Office)

This text is a translation of the content of the document „Informationsblatt zur Antragsstellung Ausländerbehörde 30.03.2021“.

The translation is for your information only. It is not legally binding.

In order to reduce the risk of infection in the course of the current COVID-19 pandemic, personal appearances at the Ausländerbehörde are currently only possible to a very limited extent and only for absolutely necessary and unpostponable matters.

In this information sheet, we have compiled what will happen to appointments that have already been booked and how applications will be submitted to the Ausländerbehörde in the future.

I have already booked an appointment - will it take place?

If you have already booked an appointment, you will be informed by mail in good time whether your appointment will take place or not. The prerequisite for this is that your appointment booking allows a clear assignment to a person.

If a personal visit is not possible or not possible in a timely manner, you will be informed in a letter about the further procedure.

If a personal meeting is necessary, you will receive an alternative appointment in the 2nd half of the year.

If your residence permit expires in the near future, it is considered to be valid in full (including any work permit) if you book an appointment for the extension in good time and under the conditions of Section 81 (3) and (4) of the Residence Act (AufenthG). This does not result in any disadvantages for you. You will receive a certificate of the fictitious effect together with the cover letter by mail.

How can I submit an application for the issuance or renewal of a residence permit?

In the future, it will not be necessary to appear in person at the Ausländerbehörde to submit an application; it will be possible to submit an application by mail to:

Stadt Halle (Saale)
Abteilung Einreise und Aufenthalt
Marktplatz 1
06100 Halle (Saale)

or by e-mail to auslaenderbehoerde@halle.de is sufficient. A request made in these ways is sufficient to trigger the above-described fictitious effect.

As far as necessary, we will send you a certificate of the fiction effect.

Please always submit the completed application form:

(<https://www.halle.de/Publications/694/33-019.pdf>)

as well as the documents required for the residence title sought. Which documents are required in each case can be found in our service descriptions: <https://m.halle.de/de/Verwaltung/Online-Angebote/Dienstleistungen/m.aspx?ReclD=28&Type=0>

Please also address all other concerns to the Ausländerbehörde via the above-mentioned channels. In the future, appointments will be assigned exclusively by the Ausländerbehörde.

What happens after the application is submitted?

As soon as we have received your application, we will process it. If any documents or declarations are still required from you, we will inform you accordingly. If your application can be approved, you will receive an appointment from us to record the biometric data. Please bring your national passport, a current biometric photo and the processing fee due to this appointment.

When will I receive my new residence permit?

Residence permits and travel documents are usually produced as documents with electronic storage and processing media by Bundesdruckerei GmbH in Berlin. It can take up to 6 weeks for the documents to reach us after a decision on your application and subsequent order.

To pick up the documents, you will again need to visit the Ausländerbehörde. You will receive the appointment for this either directly at the appointment for recording the biometric data or by mail from us.

Documents can also be picked up by a person authorized by you. Please ask us about this at the appointment to record the biometric data so that we can issue you with a template for a collection authorization.

What should I bear in mind when visiting the Ausländerbehörde?

- Admission is only granted upon presentation of the appointment confirmation to the security service!
- Entering the authority is only possible with a medical mask!
- Please show up on time!
- A ban on entering exists in the following cases
 - You suffer from acute respiratory symptoms or non-specific general symptoms such as fever, fatigue and weakness.
 - You have had contact with another person with positive evidence of novel corona virus (SARS-CoV-2) in the past 14 days.
 - You are obliged to self-isolate after returning from an area of risk according to §1 para. 1 SARS-CoV-2-QuaV.

I have to go to the Ausländerbehörde for an urgent matter - what can I do?

If a personal visit to the Ausländerbehörde is absolutely necessary at short notice, please contact us via the e-mail address auslaenderbehoerde@halle.de or the public authority number 115.

I have questions!

Please direct your inquiry to the e-mail address auslaenderbehoerde@halle.de or directly to to the person responsible for you. Please make sure to always include your file number or your full name and date of birth with your request.

Please understand that due to the current situation, the Ausländerbehörde is confronted with a large number of inquiries and that there may be delays in responding to them. We therefore ask you to refrain from inquiries regarding the processing status of applications that have already been submitted.