

## District Office Treptow-Köpenick of Berlin

Dept. Citizen Services, Human Resources, Finance, Real Estate and Economics  
Office for Citizen Services - Citizens' Registration Office Köpenick



BA Treptow-Köpenick, P.O. Box 91 02 40, 12414 Berlin (Postanschrift)

Service building:  
Rudower Chaussee 6  
12489 Berlin

extension (XXX) XXX

[Mr / Ms]  
[First name] [Last name]  
[Address]  
[Zip code] [City]

Internet: [www.service.berlin.de](http://www.service.berlin.de)

Date 30.05.2023

Dear [Mr / Ms] [Lat name],

You applied for a new personal document today. Production can take up to four weeks, in some cases even longer.

To make it easier for you to plan collection at your Citizens' Registration Office, you can view the processing status on the Internet or register for a notification that will inform you as soon as your personal document is ready for collection.

To be able to call up the processing status of your personal document, please enter the following number **XXXXXXXXXX** at [www.berlin.de/pass-pa-statusabfrage](http://www.berlin.de/pass-pa-statusabfrage).  
You can also use the following QR code, which will take you directly to your personal status message.



This service is only available to you by telephone on the citizen telephone 115 if you use the serial number mentioned above.

Best regards