



We about us

Power through diversity

The **passage gGmbH** is an employment agency that has been working in the field of work promotion for about 30 years. Our goal is the professional qualification of unemployed persons.

Our focus is on the handling of problems resulting from the personal history, age, gender, origin, long periods of unemployment and/or a handicap.

Together with our staff we create high-quality products and services for citizens, schools, clubs, non-profit organisations and church communities.

We offer meaningful work and an opportunity to be a part of social life.

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Hamburg

You can find us here:

Using public transportation, take the bus no. 13 from the S-Bahn station Wilhelmsburg to the last stop Kirchdorf-Süd.



V.i.S.d.P. passage gGmbH · Nagelsweg 14 · 20097 Hamburg

If we are not sure

If we can not help you with our means in your matter, we refer you to other institutions.



Our accessible entrance



Büro- und Schreibservice im CCI – Community Center Inklusiv

Our services for you

Opening hours:

Mo. – Th. 08:00 Uhr – 17:00 hours
Fr. 08:00 Uhr – 15:30 hours



Büro- und Schreibservice im CCI
Kirchdorf Damm 6, 21109 Hamburg
Tel.: 040 - 30 38 98-0
E-Mail: cci@passage-hamburg.de

Date 09/2023



We would gladly help you with your correspondence and papers

Our standard services

You don't have a copier, fax machine, scanner or printer at hand?

Then come to us and we will do the job for you!

- Copies (black and white or in colour)
- Faxes
- Scanning
- Computer printouts
- General inquiries
- Advice
- Looking for an apartment / a flat

We always have an open ear for your matters and problems, and are glad to help you.

Maybe you would like to visit us for a coffee and have a chat with us.

Help with applications

Everything you, the company of your choice, or the jobcenter asks

- Creating the application and cover sheet
 - Creating or improving your CV
 - Copying and compiling school reports
 - Summarizing all the documents in one pdf file.
- We can send this pdf-file to your email account.
(You don't have one? We could help.)

Please bring along all existing records, which are helpful or necessary.

Help concerning authorities and organisation

We bring you clarity

Dealing with authorities the right way, we can help to avoid misunderstanding, to ensure a successful communication, and to speed up processes.

- Translation of official letters into plain language
- Correspondence
- Help filling out forms

Service for pupils and parents

We help independently from school

- Help filling out forms (e. g. applications for parental benefits)
- Application for internship or apprenticeship
- Copies of school reports

Computer-related topics

Digital access for everybody

At our public PC we offer the following services

- Independent working on the pc
- Checking and writing emails
- Working with your own files
- Using Microsoft Office programs



Together we are strong