Checklist

Declaration of commitment for a short-term stay up to 90 days

If you want to invite a foreign visitor who needs a visa to enter the country, it is usually necessary for you to submit a declaration of commitment to Hamburg Service.
With this declaration, you undertake to ensure the visitor's livelihood, including benefits in the event of illness, for the duration of stay.
These are, for example, the costs:

- for living expenses (food, accommodation, clothing)
- for medical treatment and cases of need for care (proof of adequate health and long-term care insurance cover required)
- for possible repatriation to the home country (if your guest does not leave voluntarily)

The declaration of commitment is generally valid for a maximum period of 5 years. As soon as the guest leaves again, the validity ends.

It is therefore important to know what obligations the donor or the inviting party enters into when submitting a declaration of commitment.

Appointments should be made in good time so that the guests still have enough time to make an appointment at the German mission abroad. The original declaration of commitment must be presented there.

Requirements

- As the person making the declaration, you must be legally competent and have reached the age of 18.
- The inviting person must appear in person.
- Proof of financial capacity (see information sheet)
- The declaration of commitment form is only available on site and must be handed in there.
- Representatives of legal entities can contact the local migration office responsible for the registered office of the legal entity or the migration office responsible for their place of residence (power of attorney required).
- In order to submit a declaration of commitment, it is necessary that the declaring person has sufficient income. The income is checked in advance. It also depends on how many dependent family members must be included in the calculation.

You can only submit a declaration of commitment if you have sufficient income of your own and do not receive any public funds. As a rule, you will need to provide appropriate proof (e.g. proof of accommodation, income and insurance). If your income alone is not sufficient, you can also submit a declaration of commitment together with other persons.
If you are not a citizen of an EU member state, you will also need a residence permit that is valid for longer than the duration of your visit in order to submit a formal obligation.

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Submission of declarations of commitment

If you wish to invite a foreign visitor who requires a visa to enter Germany, it is usually necessary for you to personally submit a declaration of commitment at the Hamburg Service office responsible for your place of residence.

Customers of the **Hamburg Welcome Center** can also submit the declaration of commitment there.

You can book an appointment online here:

https://driveport.de/termine/

Please submit the following documents with your application:

- exact personal details of your guest(s) (first name and surname, date and place of birth, address abroad and passport serial number)
- Your valid passport and residence permit + supplementary sheet if applicable

- Proof of income

  (as employee):
  - Employment contract
  - Salary slips for the last three months
  - Certificate from your employer confirming that you have a permanent employment contract that has not been terminated*: not older than one month.

  Please note: fixed-term employment contracts must be valid for at least six months / if you have been working part-time for a year, all the above-mentioned certificates of employment are also required.

  (as self-employed person/freelancer):
  - Extract from the commercial register
  - Business registration (only if no entry in the commercial register is required).
  - Certificate in tax matters from the tax office
  - Information form on gross/net income from tax consultant*
  - Certificate from your health insurance company confirming the type and scope of health insurance cover for yourself and your family members, as well as the amount of the health insurance contribution: current confirmation of Annex 1 or 2* from the health insurance company.
  - last tax assessment notice

  (as a pensioner):
  - Pension certificate showing the amount of the current monthly pension.

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(other evidence)
- If applicable, child benefit, child allowance or parental allowance notifications, etc.

- Tenancy agreement or proof of home ownership:
  - Additional proof of current rent amount (e.g. bank account statement) required.
  - If you are not the main tenant, the landlord's authorisation to move in is required.
  - In the case of residential property, proof of living space (e.g. on the basis of the purchase contract and floor plan) must be provided.

➢ **Fee: 29€** per declaration of commitment.

In certain cases, additional documents may be required.

***You can find our forms & checklists here:**

https://welcome.hamburg.com/go/837568

Please note (disclaimer):

This information is only intended to give you an initial indication and therefore does not claim to be complete. Although it has been compiled with the greatest possible care, no liability can be accepted for the accuracy of the content. This information alone does not constitute a claim. The applicable residence law is decisive.