

## **Apply for a declaration of commitment (purpose: issuance of a visit or business visa)**

Have you been asked to provide a letter of guarantee for your guest as part of a visa procedure for visiting or business purposes? Please note the following points.

### **Competent Department**

- [Bürgeramt](#)
- [BürgerServiceCenter-Mitte](#)
- [BürgerServiceCenter-Nord](#)
- [BürgerServiceCenter-Stresemannstraße](#)

### **Basic information**

When applying for a visa, documents must be submitted from which the German diplomatic mission abroad can recognize that sufficient means of subsistence are available for the duration of the intended stay as well as for the return journey to the country of origin or residence.

This proof can also be provided by submitting a declaration of commitment from a host living in Germany.

The declaration of commitment must

- the costs of living (including the reimbursement of all public funds that may have to be spent on living expenses, housing, care in the event of illness or nursing care) and
- the costs of departure (including flight tickets, including the costs of any forced deportation to the foreign destination, escort costs, food costs, costs of detention accommodation, etc.)

from the start of the visa's validity until the end of the stay or until a residence permit is issued for another purpose. This means that the state authorities will claim any costs from the person providing the guarantee.

The declaration of commitment must be submitted on a standardized federal form.

### **Requirements**

- A declaration of commitment can only meet the requirement of secure means of subsistence if the person making the commitment is able to meet the accepted obligation from his or her own income or other own means in the federal territory.

- The examination of the financial capacity has to refer to the number of family members of the committing person to whom he/she provides maintenance and to the number of foreigners who are invited.
- When examining the ability to pay, the garnishment exemption limits according to §§ 850 ff. ZPO must be taken into account, because income below these exemption limits cannot be accessed in the enforcement of obligations under Section 68 of the Residence Act.
- Existing statutory maintenance obligations must also be taken into account (section 850c (1) sentence 2, (2) to (3) of the Code of Civil Procedure (ZPO) in conjunction with the notice on garnishment exemption limits).
- If the income is not sufficient for the submission of a declaration of obligation or if the income situation is not to be presented, it is also possible to pay in a security deposit in the BSC or to block a savings account in favor of the Citizens' Advice Bureau.
- The calculation of needs is based on a monthly amount per guest of 300.00 euros or 200.00 euros for children under 18.
- If a security deposit is paid or a savings account is blocked in favor of the Bürgeramt, this amount is increased by a return fee of 1,000.00 Euro per person.
- These procedures can only be processed by prior appointment.

Data required to fill in the federal form.

Required data from the host:

- Name
- First name/s
- Date and place of birth
- Nationality
- Identity document (type and number)
- Address (city and street with house number)
- Occupation

Required data from the guest:

- Name
- First name/s
- Birthday and place of birth
- Nationality
- Passport number
- Address abroad (city, street with house number and home country)
- Relationship
- accompanying spouse
- accompanying children
- Duration of stay
- Place of residence of the guest in Germany if different from the place of residence/ address of the host

## What documents do I need?

- Valid identity document
  - Identity card, passport and, if applicable, valid residence permit

A valid identity document is required for identification and to authenticate the signature.

- Personal appearance of the host/hostess
- Declaration of commitment form for download in the service portal
- Documents for credit assessment - employees and inactive persons
  - Salary slips showing net monthly income for the last 3 months
  - Other proof of income, e.g. pension certificate, income from letting/leasing
- Documents for credit assessment - Self-employed persons (sole proprietorship)
  - Business registration, extract from the trade/association register if applicable
  - Current tax assessment notice
  - Current certificate from a tax consultant for profit determination
- Income calculation form to download from the service portal
  - For self-employed persons (sole proprietorship)
- Upon payment of a security deposit
  - Deposit in cash or by debit/credit card: Return travel lump sum: 1000.00 Euro per invited person + per month and per guest 300.00 Euro
  - children under 18 years 200.00 Euro

## Procedure

If you want to apply for a declaration of commitment, you must make an appointment at one of the BürgerServiceCenters in Bremen.

- Make an appointment online.
- Alternatively, you can make an appointment by telephone. Our staff will be happy to help you make an appointment and answer any further questions you may have on 115.
- You must submit the application in person at a BürgerServiceCenter (no representation possible).
- You will be given the original of the declaration of commitment.
- You must then forward the original of the declaration of commitment to the guest.
- The guest must present the original of the formal obligation to the German diplomatic mission abroad.

## Legal bases

- [Gesetz über den Aufenthalt, die Erwerbstätigkeit und die Integration von Ausländern im Bundesgebiet \(AufenthG\)](#)
- [Verordnung \(EG\) Nr. 810/2009 des europäischen Parlaments und des Rates vom 13.07.2009 über einen Visakodex der Gemeinschaft \(Visakodex\)](#)

## More information

- A list of countries whose citizens require a visa is available on the homepage of the German Foreign Office.
- For the visa to be issued, the existence of sufficient health insurance must be proven as a further prerequisite. This is checked by the German mission abroad independently of the submission of a declaration of commitment as part of the visa procedure.

## **How long does it take to process**

The letter of commitment shall be issued immediately.

## **What are the costs?**

29,00 EUR per guest

5,00 EUR for the custodian account in the case of collateral