



## Formal Obligation by Private Individuals (Letter of Guarantee, “Verpflichtungserklärung”)

This leaflet is based on information given to and experiences made by the German Embassy in Copenhagen at this particular time. We assume no liability whatsoever for the content provided.

By submitting a formal obligation you agree to pay all costs for the livelihood of your visitor (§ 68 section 1 Aufenthaltsgesetz – residence act).

This means you have to reimburse any payments received from public funds if your visitor claims/is in need of public means (e.g. housing, medical care or need of long-term care). Therefore you should make sure that your visitor has a valid travel-health-insurance before he or she enters Germany.

You also agree to covering unconditionally all costs if your visitor is sent back to his or her home country (§ 66 section 1 and 2, Aufenthaltsgesetz – residence act).

- Your signature as host has to be officially certified. Therefore you have to come to the Embassy in person. The original of the formal obligation is then handed over to you.  
**Please book two consecutive appointments** via the Embassy’s homepage (“Certification of a signature”):  
[https://service2.diplo.de/rktermin/extern/choose\\_category.do?locationCode=kope&realmId=636&categoryId=1018](https://service2.diplo.de/rktermin/extern/choose_category.do?locationCode=kope&realmId=636&categoryId=1018)
- There should not be more than 6 months between the date of the formal obligation and the issuing of the visa.
- The fee for the certification of your signature is 230,- DKK (subject to alterations due to exchange rate) and is to be paid in cash before you receive the original of the formal obligation. Post checks, bank transfer or payment by credit card are not accepted.

To make a formal obligation, please present the following (in original form):

- Your valid passport or national identity card. If you are not a Danish citizen, please submit your Danish (permanent) residence permit
- Documents of income (for employees: pay slips for the last six months; for entrepreneurs or freelancers: the registration license from the Danish authorities)
- Your last tax return
- Bank statement for the last three months
- Information about all debts/expenses
- A document of registration from the Danish register of residence (“bopælsattest”) for you and your family

The Embassy also needs the following information regarding your visitor:

- Surname and first name(s)
- Date and place of birth
- Nationality
- Residence address in his/her home country
- Passport number
- Information about family members accompanying your visitor
- For students – receipt of registration or letter of acceptance by the German University or Academy

If necessary, the Embassy can require further documents and information.