

# Checkliste

## Declaration of commitment for a short stay up to 90 days

By submitting a declaration of commitment, you agree to pay for all costs for the period of 5 years, which are caused in Germany and which your guest cannot pay independently. These are for example the costs

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

The declaration of commitment is generally valid for a period of five years.

### Requirements

You can only submit a declaration of commitment if you have sufficient income of your own and do not receive public funds. As a rule, you will have 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 in cooperation with other persons.

If you yourself are not a citizen of an EU member state, you will also need a residence permit valid for longer than the duration of the planned visit in order to submit a declaration of commitment.

### Submission of declarations of commitment

To apply, please contact the **customer service center (Kundenzentren) of the Hamburg district offices responsible for your place of residence**. To find out which district office is responsible, proceed as described below:

1. call up Authority Finder: <http://www.hamburg.de/behoerdenfinder>
2. enter the term "*Kundenzentren*" in the field "Suchbegriff" and select "Suchen"
3. enter your registration address in Hamburg (street and house number)
4. Press the red "Weiter" button.

The authority finder will now show you the address, telephone number, e-mail address and opening hours of the relevant office. Please make an appointment [online](#).

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

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For the application please submit the following **documents**:

- exact personal data of your guest (name and surname, date and place of birth, address in home country as well as the serial number of the passport)
- your valid identity card or passport and, if applicable, your valid residence permit
- for employees: current wage/salary statements/remuneration statement (if applicable, also child benefit "*Kindergeld*", child supplement "*Kinderzuschlag*" or parental allowance "*Elterngeld*" notices)
- in the case of pensioners: pension statement showing the amount of the current monthly pension
- for self-employed persons or freelancers: last tax assessment notice, form tax advisor's/ auditor and certificate in tax matters (bank statements or savings books are not sufficient!)

Additional documents may be required.

A fee of 29 euros will be charged for the application.