



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

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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 needs the help of public means (e.g. help with housing, medical care or need of long-term care). Therefore you should make sure, that your visitor has a travel-health-insurance which has to be presented at the German Embassy or Consulate in the visitors home country when applying for the visa.

You also agree to accepting the costs whatsoever if your visitor needs to be 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 your formal obligation is then handed to you.
Please book an appointment via the homepage of the Embassy under the keyword “National Visa”:
<http://www.kopenhagen.diplo.de/Vertretung/kopenhagen/de/07/terminbuchung.html>
- 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 are 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:

- Your valid passport or national identity card. If you are not Danish citizen, please take your Danish residence permit – permanent..
- Documents of income (for employees: pay slips for the last six months; for entrepreneurs or freelancers: the registration license from Danish authorities)
- Your last tax return
- The 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 the 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