

**Data collection sheet for the issue of a declaration of obligation pursuant to §§ 66 ff of the Residence Act (AufenthG)**

According to §§ 66 ff of the Residence Act, as the guarantor you are liable for any costs (e.g. sickness costs, possible deportation costs, social benefits) incurred in the Federal Republic of Germany by your visitor until the date of his or her departure. The immigration office must examine your financial circumstances in order to guarantee any repayment obligation that may arise. Specific reference is made to the fact that the guarantor alone is responsible for assessing the trustworthiness of a guest before a visa is issued. The declaration of obligation cannot be retracted after the visa has been issued. The collection and transmission of personal data is carried out on the basis of §§ 86 and 87 of the Residence Act.

**General information**

A citizen officially registered as having their main abode in Frankfurt (Oder) would like to invite a foreign citizen to come from their home country to Germany. The person submitting the application must complete a formal declaration of obligation to bear the costs of the foreign citizen's stay and provide appropriate documentary evidence of personal assets to show that these costs are to be borne.

These costs include

- Accommodation
- Meals
- Health care
- Deportation costs, if applicable

The **formal** declaration is issued at the

Stadt Frankfurt (Oder)  
 Amt für Öffentliche Ordnung/Ausländerbehörde  
 Marktplatz 1  
 15230 Frankfurt (Oder)

by a member of staff in the immigration office. All the required data must be recorded beforehand on the attached Data collection sheet for the issue of a declaration of obligation pursuant to §§ 66 ff of the Residence Act (AufenthG).

**Documents required:**

- Identity card or passport
- Evidence of regular income on the part of all persons having a maintenance obligation (protected earnings rates are typical examination criteria) in the form of, for example, proof of earnings certificates or, for self-employed individuals, up-to-date confirmation from an accountant of monthly disposable net income, notice of pension entitlement
- If the income of a spouse is to be used as evidence, due authorisation must be submitted
- Tenancy agreement
- All important details, such as surname, forename, date of birth, address, passport number of visitor, dates of visit
- Information on completion of health insurance certificate by visitor (in home country or in Germany)
- in the case of representatives of legal persons in addition:  
 \*the individual issuing the invitation must submit commercial power of attorney from the company + current excerpt from the relevant register (register of companies, associations or cooperatives); a request may also be made for a partner contract + confirmation from an accountant of current earnings of the legal person (based on a business assessment)

**Legal basis:**

§ 68 (Liability for living expenses), § 66 (Furnishing of security) and § 67 (Liability for costs) Residence Act

**Fees:**

A fee of EUR 25 will be charged for preparing and checking the declaration of obligation.

**1. Information on the host (guarantor)**

Company		Position within company	
Surname, birth name if applicable	Forename	Date of birth	
Street, house number	Postcode, place	Place of birth	
Nationality(ies)	Document/Number	Residence status (foreigners only)	
Occupation	Telephone (optional information)	Fax (optional information)	Email (optional information)
Address of visitor (only fill in if different from address of host)			

## 2. Information on the guest (visitor)

Surname	Forename		Date of birth
Place of birth	Marital status	Sex (m/f)	Nationality(ies)
Passport no.	Date of issue		Valid until
Relationship to host	Period of obligation Start date:		
Address abroad			
Accompanying spouse (surname, forename, date of birth, sex)		Accompanying children (surname, forename, date of birth, sex)	
		1.)	
		2.)	
		3.)	
Health insurance cover taken out <input type="checkbox"/> in Germany <input type="checkbox"/> in the visitor's country of origin			

## 3. Creditworthiness

### 3.1 Housing

Living area (m2)	Type of housing
Monthly payment (rent including heating in €)	<input type="checkbox"/> Rented apartment <input type="checkbox"/> Residential property <input type="checkbox"/> Rent-free housing

### 3.2 Employer

Name/Company name	Address
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### 3.3 Income

Average net monthly income of the guarantor (in €)	Number of family members entitled to maintenance	Average monthly income of family members entitled to maintenance, if applicable
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_____	_____
Place, date	Signature

### Documents to be submitted:

1. Proof of income (e.g. 3 salary slips)
2. Identity card/passport
3. Tenancy agreement/proof of residential property
4. Fee €25

### **Checklist (to be completed by immigration office)**

<input type="checkbox"/> Personal details checked on the basis of personal document	Proof of creditworthiness <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Proof of income provided	Substantiated: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tenancy agreement/proof of residential property provided	_____ Date, signature, responsible official
<input type="checkbox"/> Proof of other costs (e.g. loan) provided	
<input type="checkbox"/> The signatory is aware of creditworthiness	