

## Information sheet from the Zwickau District Office Citizen Service on the formal obligation for visitor stays

### What is your commitment?

Anyone who makes a commitment to the immigration authorities in accordance with Sections 66 and 68 of the Residence Act (AufenthG) must bear all costs incurred by the public authorities in the course of their stay for a period of five years. This applies in particular to the accommodation and catering of the guest as well as to care in the event of illness and the need for care. The liability for costs also includes the costs of departure and - if necessary - the organisation of deportation. The declaration of commitment does not expire if a humanitarian residence permit is issued or if asylum is recognised (Sections 3, 4 of the Asylum Act, AsylG). Persons making the commitment cannot be subsequently released from the commitment they have entered into.

If your guest is able to support himself/herself, there is no need to submit a formal obligation. The submission of a declaration of commitment is not a prerequisite for the acceptance of a visa application.

### What else needs to be considered?

Hosts must have their **main residence in the district of Zwickau**. If the host is a legal entity, it is necessary for the company headquarters to be located in the district of Zwickau.

Persons making the commitment who are foreign nationals must be in possession of a **German** residence permit, which is valid for **at least nine** months (the following do not count as residence titles in this sense: fictitious certificate, toleration, residence permit).

The issuance of a letter of guarantee presupposes that the guarantor has sufficient creditworthiness to actually fulfil the liability assumed (see below for the calculation of creditworthiness).

The person giving the undertaking must appear in person to submit the undertaking.

As an employee, you can generally only submit the declaration of commitment if the probationary period has ended. was **successfully** completed.

During the visa procedure, the guest must provide the German Embassy with proof of sufficient health insurance cover.

The administrative fee is 29.00 euros (Section 47 (1) no. 12 Residence Ordinance, AufenthV). It must also be charged if the examination has shown that the creditworthiness of the person making the commitment is insufficient.

### Where does the processing take place and how long does it take?

You can submit the declaration of commitment at any citizen service centre of the Zwickau District Office.

Information on contacts, availability and opening hours can be found at [www.landkreis-zwickau.de/offnungszeiten](http://www.landkreis-zwickau.de/offnungszeiten). The processing time takes between 3 and 5 working days.

### How does the procedure work?

1. The documents can be submitted in person at the Citizens' Service Centre. It takes approx. 3 - 5 working days to check and process the documents.
2. You can also use the survey form online at: [www.landkreis-zwickau.de/formcycle2/form/provide/452/](http://www.landkreis-zwickau.de/formcycle2/form/provide/452/).

You can use this form to upload all the documents required for the creditworthiness calculation in addition to the required information. You will receive a confirmation of receipt and an e-mail informing you that processing has been completed.

### Which documents must be submitted?

The documents listed here represent the standard case. Further documents may be required in individual cases.

The **original** documents must be submitted.

In the case of **married couples**, it is recommended to also submit proof of income from the other spouse, as this must be taken into account as a maintenance obligation if the net income is too low.

The following must be submitted in all cases: - Identity card or passport with a registration certificate or a valid residence permit of at least nine months or a Settlement permit

- Documents on maintenance payments (e.g. to divorced spouses)
- Proof of private health and pension insurance and their costs

Employees: - Salary slips for the last three months Self-

employed persons: - Last tax assessment notice

- Business management analysis (BWA) for the last three months confirmed by the tax consultant or a profit/loss account confirmed by the tax consultant
- In addition, sole traders/companies/associations or freelancers are required to provide a business registration or extracts from the commercial or association register.

Pensioners: - Current pension certificate

### How is the credit rating calculated?

A declaration of commitment can only be issued if the applicant can meet the obligation assumed from his or her own income or other resources in Germany.

Creditworthiness is successfully proven by the declarant by submitting proof of earned income if

- the portion of earned income that can be seized in accordance with Section 850c ZPO is half of the standard subsistence needs for each adult guest and - in the case of accompanying children - a quarter of the standard subsistence needs per child.

### Examples of required net income for entries up to 90 days:

(excluding legal liabilities - for example loan repayments)

Number of maintenance obligations	Number of guests		
	1 Erw.	2 adults	1+1 child
0	1.900 €	2.300 €	2.100 €
1	2620 €	3.180 €	2.900 €
2	3.070 €	3.780 €	3.430 €
3	3.620 €	4.560 €	4.090 €

Other calculation bases apply for longer-term stays (e.g. study, language course, etc.).

The garnishment exemption limits are set every two years by the Federal Ministry of Justice and Consumer Protection. The standard subsistence rates are redefined every year.

The above examples are valid until June 2026.