

Document 'Verbintenis tot tenlasteneming bijlage 3-bis'
(Formal obligation annex 3-bis)



- Print the document DOUBLE-SIDED **OR** Ask for a copy at the reception of the administrative centre Huis van de Bruggeling
(www.brugge.be > Burgerzaken > Niet-Belgen > Tenlasteneming)
- One document for each person who wants to come to Belgium.



PART 1 - to be filled in by you

A Information about the guarantor (= the inviting person)

(to be submitted by the third-country national taken care of when applying for a visa and/or during checks at the external borders)

A. Informatie over de garant (in te vullen door de garant) / About the guarantor (to be completed by the guarantor)

1. Naam/Name 2. Voornaam(en)/First name(s)

How to fill in this form

- All the requested information has to be filled in by the guarantor (= the inviting person)
- This information pertains to the guarantor
- Additional information to help you fill in this form:

3. Geboortedatum /Date of birth:	4. Geboorteplaats /Place of birth:	5. Nationaliteit/Nationality:
6. N° Identiteitsdocument of verblijfstitel / Identity document or residence permit nr.		
7. Adres/Address:		8. Telefoonnummer /Telephone number



Fill in your identity card number
Do not fill in your identification number of the National Register





B

Information about the third-country national being cared for

9. Beroep/Occupation	
B. Informatie over de ten laste genomen onderdaan van het derde land (in te vullen door de garant) / About the third-country national being cared for (to be completed by the guarantor)	
1. Naam/Name	2. Voorna(a)m(en)/First name(s)

How to fill in this form

- All the requested information has to be filled in by the guarantor (= the inviting person)
- This information pertains to the non-European person coming to Belgium
- Additional information to help you fill in this form:

6. Nationaliteit/Nationality	7. Paspoort nr./Passport nr.
	<i>Must be in possession of a visa for a short stay in Belgium</i>



Leave the box empty if you don't know the answer!

8. Moet worden voorzien van een visum voor een kort verblijf in België/ Must be in possession of a visa for a short stay in Belgium.
<input type="checkbox"/> 0 Nee/No <input type="checkbox"/> Ja/Yes De visumaanvraag zal worden ingediend/The visa application will be lodged <ul style="list-style-type: none"> <input type="radio"/> in een Belgisch consulaat/in a Belgian consulate <input type="radio"/> in een consulaat van een andere Schengenstaat/in a consulate of another Schengen State
9. Adres in het land van herkomst of het land waar men gewoonlijk verblijft en land / Address in the country of origin or the country of residence:

= Is the person coming to Belgium required to hold a visa for a short stay in Belgium: Yes/No?

Yes/No: Find out to which embassy you have to go to make an appointment for the 'formal obligation'.



Leave the box empty if you don't know the answer!

9. Adres in het land van herkomst of het land waar men gewoonlijk verblijft en land / Address in the country of origin or the country of residence:
10. Doel van het verblijf /Object of the stay:

= home address of the visitor (in his country of origin)

12. Huisvestingsadres / Address of accommodation:
13. Verwantschapsband met de garant. /Relationship with the guarantor :

= address of the place where the person coming to Belgium, is going to stay (in Belgium)



C Guarantor declaration

C. Verklaring van de garant / Guarantor declaration


Ik verbind mij ten opzichte van de Belgische Staat, van elk bevoegd O.C.M.W. en van de hierboven vermeldde onderdaan van

- To be read by the inviting person



D Legalization

D. Legalisatie van de handtekening van de garant / Legalization of the signature of the guarantor .

<p>Handtekening van de garant /Signature of the guarantor</p> 	<p>Legalisatie handtekening van de garant /Legalization of the signature of the guarantor</p> <p>Tel/In _____, op/on _____</p> <p>De Burgemeester of zijn/zijne gemachtigde _____ STE</p> <p>The mayor or his/her deputy _____</p>
---	--

- The inviting person (= the guarantor) signs here.



E Decision

of sufficient means of subsistence for the third country national taken care of.

F. Beslissing (in te vullen door de Minister of diens gemachtigde en de Belgische consulaten / Decision (reserved for the Minister, his delegate and for the Belgian consulates)

- Do not write anything here: this field is reserved for the Minister, his delegate and for the Belgian consulates



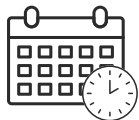
PART 2 - information

DEELII – INLICHTINGEN (te bewaren door de garant en de ten laste genomen onderdaan van een derde land / guarantor and the third country national being care for)

1. Overeenkomstig artikel 17/5 van het koninklijk besluit van 8 oktober 1981, is de garant wiens verbintenis tot tenlastene hoofdelijk aansprakelijk, samen met de ten laste genomen persoon, voor de betaling van de kosten van het verblijf, de gepatriëring, gedurende een periode van twee jaar, vanaf de dag waarop deze persoon legaal het grondgebied van Schengenruimte is binnengekomen.

- To be read and kept by the inviting person

How to submit the document 'Verbintenis tot tenlasteneming bijlage 3-bis'?






Make an appointment 'tenlasteneming'




Make an appointment 'tenlasteneming' at the administrative centre Huis van de Bruggeling.

! Make an appointment for each person you will be hosting. If you invite 2 persons, you need to make 2 appointments.

Three ways to make an appointment:

1.  Online
<https://afspraken.brugge.be/>
2.  By phone
050 44 8000
3.  At the reception desk
Huis van de Bruggeling

Please bring the following documents to your appointment:

1.  Original identity card or original residence card
+ colour copy of both sides of this document
Proof of Belgian citizenship or permanent residence permit
2.  Duly filled in standard form: verbintenis tot tenlasteneming (bijlage 3-bis)
3.  Proof of regular income.
Employees: wage slips of the last 3 months
Self-employed: last entire tax declaration + preliminary annual balance sheet

ATTENTION

- Crossings-out or the use of correction fluid will render the document invalid.
- The document must be printed double-sided.
- Only the original document, printed in black and white, will be accepted.
- The document must be signed by the guarantor.
- The guarantor must bring his original identity card to the appointment 'tenlasteneming'.

The document is valid only when bearing a legalized signature. It may also be subject to the approval of the Foreigners' Office. This may take quite some time, **so make sure to request the appointment 'tenlasteneming' well in advance.**