



Bureau des affaires générales (209)

Appointment on line: <https://mairie16.paris.fr>

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## Proof of accommodation

The file deposit shall only be done by making online appointment on the 16th District Hall's website.

Internet Link : <https://teleservices.paris.fr/rdvma16/>

### Who needs proof of accommodation?

Any foreign national wishing to come to France for a private, family visit for a period of less than three months.

Proof of accommodation will be required when a visa is issued unless the visitor is exempted, and during border checks. In case of doubt about the situation of the person concerned, he or she should seek information from the French Consulate in his or her country of origin.

#### The following do not need proof of accommodation:

- holders of a visa bearing the words "apply for residence permit on arrival in France" or a long-stay visa with an OFII (French Office for Immigration and Integration) sticker which has the same value as a residence permit.
- holders of a "Schengen" visa valid for at least one year for multiple entries.
- persons affected by family reunification, a long-term stay or a visit of a professional nature.

#### Exempted from proof of accommodation:

- European Economic Area nationals and their family members (Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Estonia, Finland, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, the Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Sweden)
- Swiss, Andorran and Monaco nationals
- the spouses and children under 18 of Tunisian, Moroccan and Algerian nationals
- the nationals of some central and eastern European countries (Russians, Ukrainians, Macedonians, Georgians) visiting their direct relatives (spouses, direct ascendants and descendants) of the same nationality who hold a French residence permit.
- members of diplomatic and consular corps who have come from abroad to take office in France and the dependent members of their family.
- foreigners with an exemption granted by the French Consulate in their country of residence, and under certain conditions, including:
  - \* persons whose stay in France is for humanitarian reasons, or as part of a cultural exchange
  - \* persons coming to France for urgent medical reasons or because a close family member is seriously ill
  - \* persons coming to France to attend the funeral of a close family member

### What is the procedure?

The application for the proof of accommodation must be made by the person (host) who will accommodate the foreigner (person hosted). The applicant must go in person to his or her town hall to complete and sign a form.

Once signed, the application for proof of accommodation will be given to the host who must send it to the person he or she wishes to accommodate.

Just one form is required for a foreign family composed of parents and children aged under 18 years.

If the proof of accommodation is required for a child aged under 18 who is not accompanied by one of his or her parents, an original statement from the person (people) with parental authority should be provided, specifying the purpose and duration of the child's stay. A photocopy of the identification document of the parent(s) should also be provided.

#### Information to include on the form

This form gives the identity (surname and forename, date and place of birth) of the person hosted, his or her nationality, passport number, residential address in the country of origin and planned stay dates.

The host must also specify the intended place of accommodation and housing characteristics, the relationship with the person hosted if applicable and the number of proofs of accommodation previously applied for

The host undertakes to bear the foreigner's living expenses if he or she is not doing so.

In order to check his or her ability to take on this commitment, the administration asks the host to provide documents justifying sufficient resources.

He or she must also indicate whether at least €30,000 of cover in compulsory medical insurance has been taken out by the hosted person or host, to cover any medical, hospital and social welfare expenditure resulting from care the foreigner may require in France.

An insurance certificate will be required when the visa is issued (if the traveller is not exempted) and during border checks.



#### Cost of the procedure

30-euro stamp duty must be provided for each proof of accommodation application.

### Which documents are to be provided by the host?

The host must present supporting documents (originals and photocopies). *If the documents provided fail to show the capacity to receive the foreigner under normal conditions or to bear the subsistence costs of the hosted person, other documents may be requested from you, e.g. social security certificate, family record book, bank statements showing regular income, etc.*

## Identification documents

### The host is French:

- national identity card or passport

### The host is a European Economic Area national or of Swiss, Monegasque or Andorran nationality:

- valid national identity card or passport

### The host is a non-EC national: proof of accommodation with a date valid for the whole stay which may be a

- temporary residence permit
- resident's card
- residence certificate for an Algerian national
- receipt for renewal of a short or long-term residence permit, mentioning the extension period from the original document.
- diplomatic card
- visa with OFII label which has the value of residence permit.

*It is not possible to make an application using a temporary authorisation, a receipt for the first application for a residence permit, or a receipt for an asylum application.*

### The host is a legal entity: all of the following documents:

- proof of the capacity as director of the entity (president, manager)
  - for a company, the "Kbis" form issued by the clerk's office of the Commercial Court
  - for an association, the production of the Articles of Association filed at the Prefecture,
  - for a school, the Head Teacher's appointment decision
- sworn statement that the dwelling can be used as accommodation
- document giving evidence of the identification of the person carrying out the procedures

## Documents relating to the home residence

### The host is the owner:

- property ownership deed or notarial certificate in the host's name with the area in square meters
- last electricity, gas or landline telephone bill (or current payment schedule)

### The host is a tenant:

- lease in the host's name
- last electricity, gas or landline telephone bill (or current payment schedule)

### The host is housed free of charge by his or her employer:

- employment contract mentioning the allocation of housing or housing concession decision,
- authorisation signed by the employer

### The host is a legal entity:

- property ownership deed or notarial certificate or lease
- last electricity, gas or landline telephone bill (or current payment schedule)

If the documents relating to home residence have all been drawn up in the name of the applicant's spouse, the latter must justify his or her matrimonial link with a:

- family record book

## Documents relating to resources

- last income tax assessment

### and one of the following supporting documents:

- last 3 pay slips
- pension certificate or certificate of payment of daily allowances
- Pôle Emploi (French job centre) statement for the last 3 months
- last 3 bank statements

## Who validates the proof of accommodation?

The proof of accommodation is validated by the arrondissement mayor who signs the form.

The mayor may request that officers from the French Office of Immigration and Integration (OFII) visit the dwelling. When submitting his or her application, the host commits to authorising a visit of his or her dwelling. If this visit is refused, the conditions for accommodation under normal conditions are deemed not to have been met.

The mayor can refuse to validate the proof of accommodation if:

- The required supporting documents have not been presented
- The hosted person cannot be hosted under normal housing conditions
- The information on the documents is incorrect
- The proof of accommodation previously applied for revealed an abuse of procedure.

In the event of refusal to validate proof of accommodation, the applicant can lodge an appeal with the Paris Police Prefecture within a two-month time limit.

## Regulatory provisions

- Code of entry and residence of foreigners and right to asylum
  - Articles L.211-1 to L.213-10, L.662-1 and R.211-1 to R.213-3.
- Agreements in the form of letter exchanges between the French government and the Moroccan, Tunisian and Algerian governments: Decree no. 93-850 of 15 June 1993; Decree no. 92-498 of 10 June 1992; Decree no. 94-1102 of 19 December 1994.