

Botschaft  
der Bundesrepublik Deutschland  
Embassy  
of the Federal Republic of Germany  
Guatemala, May 2008

### **Requirements for a national visa**

All persons who wish to stay in Germany for more than 90 days are required to obtain a residence permit.

Upon submission of all required documents the application will be forwarded to the Alien Authority (Ausländerbehörde) competent for your intended place of residence in Germany. Applications take about *1-3 months to be processed*.

After the application has been approved by the Alien Authority the Consulate will issue a residence permit in the form of a visa. The Alien Authority requires all residence permit holders to register upon their first arrival. A final residence permit will be granted in Germany after arrival.

*Please include a copy each of all original documents submitted with the application.*

### **Permanent Residence with German or EU national Spouse** **Requirements are:**

- two fully completed application
- two recent passport size photographs (35x45mm) with biometrical characteristics
- valid passport
- marriage certificate (authenticated by the Ministry of Foreign Affairs and Foreign Trade and legalized by the German Embassy)
- fees: - for the legalisation of the marriage certificate € 20.- appr. 32 US\$. Payable in cash and US-Dollars only
- the visa is free of charge.

### **Intention of getting married in Germany to a German or EU national** **Requirements are:**

- two fully completed application forms
- two recent passport size photograph (35x45mm) with biometrical characteristics
- valid passport
- birth certificate (authenticated by the Ministry of Foreign Affairs and Foreign Trade and legalized by the German Embassy)
- certificate of no impediment issued by the Ministry of Justice (authenticated by the Ministry of Foreign Affairs and Foreign Trade and legalized by the German Embassy)
- fees: for the legalisation of the birth certificate and the certificate of no impediment together € 40.- appr. 64.- US\$ and for the visa € 30.- appr. 48 US\$. Payable in cash and US-Dollars only. (according to the exchange rate of the Embassy).

Permanent Residence for minors Requirements are:

- two fully completed application forms
- two recent passport size photograph (35x45mm) with biometrical characteristics
- valid passport
- birth certificate (authenticated by the Ministry of Foreign Affairs and Foreign Trade and legalized by the German Embassy)
- if the father is mentioned on the birth certificate, you have to present a court order for sole custody of the child
- the original of a formal obligation (Verpflichtungserklärung)
- fees: for the legalisation of the birth certificate € 20.- appr. 32 US\$ and for the visa € 15.- appr. 24.- US\$. Payable in cash and US-Dollars only (according to the exchange rate of the Embassy).

Please note: In individual cases, you may be required to provide additional documents.

**Business Trip**

**(Requirements for a visa for applicant residing in Belize)**

The following is a brief summary of requirements for visa for residents of Belize applying for a Schengen Visa, that is a short term tourist or business visa to Germany for a period of up to three months.

Please see additional leaflet for the appropriate fees.

For technical reasons it will take up to three working days to issue a Schengen visa for Belizian citizens, for certain other nationalities (i.e. Colombia) it can be up to 10 working days. When submitting the documents, please take into consideration the time it takes to send them by courier service to the Embassy as well as to return them!

The requirements are:

- a fully completed application form in the original
- valid passport
- 2 recent passport size photographs (35x45mm) with biometrical characteristics
- a job letter from your employer or, if you are self-employed, the registration certificate of your business (certificate of incorporation, articles of memorandum)
- the original of the invitation letter of the company in Germany/Italy stating who is invited, for how long and for what purpose. It must be mentioned whether the costs of flight, accomodation and lodging are covered. The Schengen-wide health insurance must be mentioned additionally.
- a flight itinerary --please do not book a flight before the visa is actually granted!--  
If the trip is not paid by the German side you will also need
- confirmation of your employer that all the costs are covered by the company
- health insurance with Schengen-wide coverage. Minimum coverage has to be at least US\$ 48.000.- and your insurance has to have a representative office in the Schengen states
- a recent bank letter
- hotel reservation

Please include a copy each of all original documents submitted with the application.

Please note: In individual cases, you may be required to provide additional documents.

## **Business Trip/Short Term Trip**

The following is a brief summary of requirements for visa for residents of Belize applying for a Schengen Visa, that is a short term tourist or business visa to Germany for a period of up to three months.

Please see additional leaflet for the appropriate fees.

For technical reasons it will take up to three working days to issue a Schengen visa for Belizean citizens, for certain other nationalities (i.e. Colombia) it can be up to 10 working days. When submitting the documents, please take into consideration the time it takes to send them by courier service to the Embassy as well as to return them!

The requirements are:

- a fully completed application form in the original
- valid passport
- 2 recent passport size photographs (35x45mm) with biometrical characteristics
- a job letter from your employer or, if you are self-employed, the registration certificate of your business (certificate of incorporation, articles of memorandum)
- the original of the invitation letter of the company in Germany/Italy stating who is invited, for how long and for what purpose. It must be mentioned whether the costs of flight, accomodation and lodging are covered. The Schengen-wide health insurance must be mentioned additionally.
- a flight itinerary --please do not book a flight before the visa is actually granted!--  
If the trip is not paid by the German side you will also need
- confirmation of your employer that all the costs are covered by the company
- health insurance with Schengen-wide coverage. Minimum coverage has to be at least US\$ 48.000.- and your insurance has to have a representative office in the Schengen states
- a recent bank letter
- hotel reservation

Please include a copy each of all original documents submitted with the application.

Please note: In individual cases, you may be required to provide additional documents.

## **Tourism**

The following is a brief summary of requirements for visa for residents of Belize applying for a Schengen Visa, that is a short term tourist or business visa to Germany for a period of up to 90 days.

Please see additional leaflet for the appropriate fees.

For technical reasons it will take up to three working days to issue a Schengen visa.

When submitting the documents, please take into consideration the time it takes to send them by courier service to the Embassy as well as to return them!

The requirements are:

- a fully completed application form in the original
- valid passport
- 2 recent passport size photographs (35x45mm) with biometrical characteristics
- a job letter from your employer or, if you are self-employed, the registration certificate

of your business (certificate of incorporation, articles of memorandum)  
- a recent bank letter and traveller's cheques in your name in the amount of US\$ 64,- per day of your stay or an international credit card including the last statement  
- a flight itinerary --please do not book a flight before the visa is actually granted!!  
- a tour itinerary  
- health insurance with Schengen-wide coverage. Minimum coverage has to be at least US\$ 48,000.- and your insurance has to have a representative office in the Schengen states  
- hotel reservation  
- for students, a letter of attendance from your school or university  
- for minors: birth certificate and a certified declaration of consent of all legal guardians' as well as a copy of the legal guardians' picture-ID  
Please include a copy each of all original documents submitted with the application.  
Please note: In individual cases, you may be required to provide additional documents.

**Visit a friend or relative**  
**(Requirements for a visa for applicants residing in Belize)**

The following is a brief summary of requirements for visa for residents of Belize applying for a Schengen Visa, that is a short term tourist or business visa to Germany for a period of up to 90 days.

Please see additional leaflet for the appropriate fees.

For technical reasons it will take up to three working days to issue a Schengen visa.

When submitting the documents, please take into consideration the time it takes to send them by courier service to the Embassy as well as to return them!

The requirements are:

- a fully completed application form in the original
- valid passport
- 2 recent passport size photographs (35x45mm) with biometrical characteristics
- the original of a formal obligation -Verpflichtungserklärung-from the person inviting you. (This document has to be obtained from the alien authority in the city of residence of the host in Germany)
- health insurance with Schengen-wide coverage, provided by the host. Minimum coverage has to be at least US\$ 48,000.- and your insurance has to have a representative office in the Schengen states
- a flight itinerary --please do not book a flight before the visa is actually granted!!--
- a job letter from your employer or, if you are self-employed, the registration certificate of your business (certificate of incorporation, articles of memorandum)
- a recent bank letter
- for students, a letter of attendance from your school or university
- for minors: birth certificate and a certified declaration of consent of all legal guardians' as well as a copy of the legal guardians' picture ID

*Please include a copy each of all original documents submitted with the application.*

*Please send a prepaid Airway Bill for the shipment back from Guatemala to Belize.*

Schengen countries are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, The Netherlands, Norway, Portugal, Spain, Sweden.

#### Visa Fee

*(The fee has to be paid cash in US \$)*

Schengen visa, valid in all Schengen countries:

Euro 60.- appr. US \$ 96.-

Applicants under the age of 6 years are free of charge.

National German Visa (any stay longer than 90 days)

This visa can only be issued with the approval of the local alien authority in Germany and can therefore take up to three months processing time.

Euro 60.- appr. US\$ 96.-

Applicants under the age of 18

Euro 30.- appr. US\$ 48-

In order to send back the passport to your address, an additional *prepaid* Air Way Bill for DHL/Fedex is required.