Attestation d'accueil
Information notice

Texte de référence : décret n° 2004-1237 du 17 novembre 2004

☑ **You live in Toulouse and wish to host a non-European foreign national who requires a visa**, for a private or family stay of less than 3 months. You must apply for a **Hosting Certificate** (*Attestation d'accueil*) at the Toulouse City Hall.

This certificate, which is subject to certain **housing and financial conditions**, must, once validated by the Mayor, be **sent to your guest before their departure**, so they can apply for a visa with the French authorities in their country of residence.

⚠ **Important notice:** Housing conditions (habitable surface area) and the host's monthly income requirements are regularly adjusted based on the net monthly minimum wage and family composition. You are strongly advised to call the information line at 05 31 22 90 00 before booking an appointment, to check whether you meet the required criteria.

The administration reserves the right to request any additional documents or information if necessary.

📌 How to apply?

Applications for a hosting certificate are accepted **by appointment only**, which can be booked:

- On the City Hall's website: metropole.toulouse.fr
- By phone: **05 31 22 90 00**
- Or at a **Maison Toulouse Services** or a **local district town hall**

📍 Submission location

Central Administrative Services – Espace Mériel
5 rue Mériel - 31000 Toulouse

- Monday to Thursday: **8:30 AM to 5:00 PM**
- Friday: **9:30 AM to 12:30 PM** and **2:00 PM to 5:00 PM**

The applicant must attend in person, bringing original documents and photocopies.
🖨 **Documents in electronic format must be printed beforehand.**
✖ **Incomplete applications or late arrivals will result in the appointment being cancelled.**

📅 Validity Period of the Hosting Certificate

The certificate must specify the intended arrival and departure dates, within a maximum of 90 days.
These dates must exactly match the period requested for the visa.

👤 Who can apply?

Any adult, whether French or foreign, who resides or has a secondary residence in the city of Toulouse. The applicant must be either the official owner or tenant of the property and must attend the appointment to complete and sign the application.

- If the applicant's spouse or PACS partner is not listed on the housing documents, they must provide: Proof of union less than 3 months old, or A signed declaration of agreement for hosting the guest.
- **If the applicant is unable to complete the application themselves, they may be accompanied by a third party to assist in filling out the form.**

☑ Conditions for Approval

The issuance of a Hosting Certificate depends on:

- Verification of **adequate housing conditions**, particularly the **habitable surface area**, and
- The **financial resources** of the host.

The host must **commit to covering the guest's expenses** during their stay, should the guest be unable to do so.

Only the spouse and minor children under 18 of the hosted foreign national can be included on the same certificate.
✖ Other family members, friends, or relatives cannot be included.

⏳ Processing Time

The certificate is issued within 15 working days from the date of application.
It is recommended to book your appointment well in advance of the planned stay, to ensure that the certificate reaches the guest in time for their visa application process.
🕐 **Collection of the certificate does not require an appointment.**

DOCUMENTS REQUIRED FOR A HOSTING CERTIFICATE APPLICATION

The pre-application form, available at the reception desks of Toulouse Service town halls, neighbourhood town halls, the Formalities department or on the metropole.toulouse.fr > DEMARCHES > Attestation d'accueil (Certificate of Accommodation) website, must be completed before the appointment, which can be made on the metropole.toulouse.fr website, at town halls or by calling 05 61 22 90 00.
The application will be reviewed in light of the applicant's resources and accommodation.

APPLICANT'S IDENTITY
(Original + Photocopy)

- National Identity Card or Passport (French, EU, Swiss, Andorran, Monegasque)
- Temporary Residence Permit / Resident Card / Algerian Residence Certificate (valid through the end of the stay)
- Receipt of residence permit renewal (valid through the end of the stay)
- Diplomatic card or special card (issued by the French Ministry of Foreign Affairs)

Not accepted: Temporary residence authorization, first application receipt for a residence permit, or asylum application

FISCAL STAMP (printed version)

- €30 fiscal stamp (mandatory, non-refundable)

💡 Available on timbres.impots.gouv.fr or at authorized tobacconists

❗ Beware of fraudulent websites

⚠️ If the application is **refused**, the fiscal stamp is **not refunded**. This fee is due for each application: Article L211-8 of the Code on Entry and Residence of Foreigners and the Right of Asylum.

APPLICANT'S ACCOMMODATION
(Originals + Photocopies)

The accommodation must be for residential use
Subtenants without a lease or occupants without legal title are **not accepted**

- Proof of address dated within the last 3 months (**rent receipt**, electricity bill, phone bill)

If Owner: Property deed (dated, signed, with habitable surface area in m²)
If Tenant: Rental agreement (dated, signed, with habitable surface area in m²)
If Employer-Provided Housing: Certificate from employer including habitable surface and authorization to host

⚠️ If the rental contract or property deed does **not indicate the surface area**, you must provide **an official certificate** from the tax administration. To obtain it, log in to www.impots.gouv.fr > "Votre espace particulier" > "Biens immobiliers" (for owners), or via "Messagerie sécurisée" (for tenants).

APPLICANT'S FINANCIAL RESOURCES
(Originals + Photocopies)

- ❑ **! Income tax notice** (mandatory in all cases
- ❑ **Employee**: Employment contract + last 3 payslips
- ❑ **Temporary worker**: Assignment summary + agency certificate + 3 payslips
- ❑ **Self-employed / Freelancer**:
  - Kbis extract or professional registration
  - Chartered accountant certificate
  - URSSAF declaration (monthly or quarterly)
- ❑ **Student**: Proof of own resources (last 3 months)
- ❑ **Retired**: Basic and supplementary pensions (last 3 months)
- ❑ **Other income sources**:
  - France Travail certificate (ARE) + statements for last 3 months
  - Daily payments « Sécurité Sociale » (for last 3 months)
  - CAF benefits (e.g. AAH, Activity Bonus, PreParE) for last 3 months

UNACCOMPANIED MINOR

- Original letter in French from the parent(s) (free format)
- Purpose, duration of stay, and responsible person in France
- The host (= applicant) must be identified as the responsible person
- Signature legalized by the authorities in the country of residence
- Or copy of the parent's identity document

INFORMATION ABOUT THE HOSTED PERSON

- Last name, first name, date and place of birth
- Address abroad
- Nationality
- Passport number
- Intended dates of arrival and departure

Submission and collection of application for accommodation certificate

Espace Mériel

5 rue Paul Mériel

INSURANCE :

- Important: proof of insurance taken out by the host or guest will be required when the visa is issued and at border control. It is therefore essential that you ask yourself whether you intend to let the guest take out the required insurance themselves or whether you will fulfil this obligation on their behalf when completing the form. Insurance covering medical and hospital expenses (minimum €30,000) May be taken out by the applicant or the guest.
- Be aware, this document does not need to be presented when applying for a certificate of accommodation.