



**Service  
Population  
and Citizenship**  
Ground floor

**Tél. : 01 39 20 11 11**  
**Fax : 01 39 56 17 98**

**Website of the city:**  
**[www.jouy-en-josas.fr](http://www.jouy-en-josas.fr)**

**Email:**  
**[mairie@jouy-en-josas.fr](mailto:mairie@jouy-en-josas.fr)**

**Opening time:**  
**Monday, Wednesday,**  
**Thursday, Friday:**  
from 8:30 to 12:00  
and from 13:30 to 17:00

**Tuesday:** 13:30 to 17:00  
**Saturday :**  
09:00 to 12:00  
**Filing of the file before 11:45**

**Warning:**  
**Closing of the town hall**  
**on Saturdays between**  
**the weeks of**  
**July 14th and August**  
**15th included**

# APPLICATION FOR A CERTIFICATE OF RECEPTION

Law n° 2003-1119 from November 26, 2003;  
Decree n° 2004-1237 from November 17, 2004;  
Decree n° 2005-937 from August 02, 2005;  
Decree from December 07, 2005, (NOR: INTD0500846A)  
Cerfa n° 10798\*03

The certificate of reception is requested by the person, French or foreign, residing in France, who wishes to accommodate one or more foreign nationals subject to this obligation, within the framework of a family or private visit not exceeding three months.

## CONDITIONS OF ISSUE

- The application must be submitted to the town hall of the accommodation
- The certificate of reception may be withdrawn by the applicant, provided with his identity document, or by a representative, provided with the same documents, a handwritten power of attorney authorizing him and his own identity document
- Only the guest (host, spouse and minor children under 18 years of age (excluding any other family member) may be included on the same hospitality certificate friends or relatives)

**DELIVERY TIME:** from 2 to 3 days (10 to 15 days in case of verification of housing conditions)

Due to the significant delays in obtaining the visa, applications must be submitted well in advance. Indeed, the period indicated on the certificate of reception must coincide with that of the stay appearing on the visa.

**Warning: the validated hospitality certificate must be sent by the applicant to the foreign country he wishes to host.**

## List of Original Documents to Provide

**Please also provide a photo copy of all the documents.**

|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Proof of identity of the host</p>                                                                                               | <p>⇒ You are French or a national of a European Union Member State without a residence permit:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a national identity card</li> <li>or</li> <li><input type="checkbox"/> a passport</li> </ul> <p>⇒ You are a foreigner:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a valid temporary residence permit:</li> <li>or</li> <li><input type="checkbox"/> a valid permanent residence permit</li> <li>or</li> <li><input type="checkbox"/> a valid Algerian residence certificate</li> <li>or</li> <li><input type="checkbox"/> a valid European Community or European Economic Area residence permit</li> <li>or</li> <li><input type="checkbox"/> confirmation of request for the renewal of one of the above mentioned residence permits</li> <li>or</li> <li><input type="checkbox"/> a valid diplomatic card or a special card issued by the Ministry of Foreign Affairs</li> </ul> <p>A provisional residence permit, confirmation of request for a first time application for a residence permit or confirmation of request for asylum are not acceptable.</p> |
| <p>Proof of residence</p> <p>Maximum :<br/>2 occupants per room<br/>(permanent occupant(s) + temporary occupant(s) + guest(s))</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> a property deed (specifying the number of rooms) and the property tax statement</li> <li>or</li> <li><input type="checkbox"/> a rental lease specifying the number of rooms, the housing tax statement and the last rent receipt (not handwritten)</li> <li>or</li> <li><input type="checkbox"/> confirmation of accommodation provided by employer specifying the number of rooms and authorisation to accommodate one or more people</li> <li>or</li> <li><input type="checkbox"/> for students staying on the HEC campus: a certificate of residence and an authorisation issued by HEC allowing you to accommodate one or more people</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the last electricity, fixed telephone, water or gas bill</li> </ul> <p>Applications to be a host submitted by subtenants without a rental lease or unauthorised occupants are not acceptable.</p>                                                                                                                                                    |
| <p>Proof of resources</p> <p>Minimum:<br/>The total resources must be at least the amount of the monthly minimum wage</p>          | <ul style="list-style-type: none"> <li><input type="checkbox"/> the last tax statement or certificate of non-taxable income</li> <li><input type="checkbox"/> the last 3 pay slips of all persons working in the household or confirmation of payment from Pôle Emploi or other income (retirement, pensions...)</li> <li><input type="checkbox"/> an undertaking to cover the accommodation costs of the guest for an amount equal to the daily minimum wage multiplied by the number of days present on French territory</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Tax stamp of 30 €</p>                                                                                                           | <p><input type="checkbox"/> A tax stamp for the amount of 30 euros which you can buy from a tobacco store or Internet : <i>timbres.impots.gouv.fr</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Child (minor)</p>                                                                                                               | <p>⇒ If the certificate to be a host is requested for one or more minor children of the same family unaccompanied by the parents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A written authorisation, in French, on paper, by everyone with parental responsibility, specifying the purpose and duration of the child's stay as well as the contact details of the person who they give temporary guardianship to who should be the host.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## 1. INFORMATION ABOUT THE HOSTING

Last name: .....

2nd name (wife, widow, use): .....

First name: .....

Home, mobile and business phone: .....

### **A. INFORMATION CONCERNING HOUSING AND ITS OCCUPANCY**

Complete address (building / staircase / floor / door / digital code) .....  
.....

☐ Owner      ☐ Tenant      ☐ Other (explain, list) .....

Number of occupants : ..... ☐ Spouse      ☐ Child(ren)      ☐ Other (specify)

Housing surface: .....m<sup>2</sup>      Number of living rooms: ..... (the kitchen, the bathroom and the W.C. should not be counted)

Heating medium:      ☐ yes      ☐ no

Hot and cold water supply      ☐ yes      ☐ no

Disposal of waste water:      ☐ yes      ☐ no

Kitchen or kitchenette with cooking appliance and sink:      ☐ yes      ☐ no

Health facility:      ☐ indoor      ☐ outdoor

Including:

- W-C :      ☐ yes      ☐ no  
shower or a bathtub:      ☐ yes      ☐ no

Electrical Installation:      ☐ yes      ☐ no

### **B. INFORMATION CONCERNING RESOURCES AND EMPLOYMENT**

Occupation: .....

Employer's address: .....

Nature of the employment contract: .....

Monthly net resources: ..... euros

## 1. INFORMATION CONCERNING THE HOSTED

Last name: ..... 2nd name (wife, widow, use): .....

First name ..... Relationship: .....

Date of birth: ..... Place of birth: ...

Nationality: ..... Passport number: .....

**(Attach a legible photocopy of the passport of the guest(s))**

Full address: .....

Accompanied by his/her spouse (surname, firstname, date of birth, sex)

.....  
And of his children (surnames, first names, dates of birth, sexes).....

## 2. INFORMATION CONCERNING THE DURATION OF THE STAY

During ..... days, between the ..... and the ..... (maximum for 90 days)

## USEFUL INFORMATION

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mandatory presence of the host</b>      | The applicant must be present when the application is submitted in order to complete the hosting certificate form on site. If the applicant cannot complete this formality himself, he may be accompanied by a third party, speaking and writing French, to complete the form for him. The form not completely filled in will not give rise to validation.                                                                                                                                                                                                                                                                     |
| <b>Family book or marriage certificate</b> | To be provided if the documents presented are in the surname and/or first name of the spouse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tax stamp of 30 €</b>                   | This tax is due for each request for validation of a reception certificate and regardless of the follow-up reserved for the request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Compulsory insurance</b>                | <p>The hosted or the host must take out insurance which will cover, up to a minimum amount set at 30,000 euros, all medical and hospital expenses, including social assistance, likely to be incurred by the hosted for the duration of the stay in France.</p> <p> <input type="checkbox"/> I intend to insure the accommodation (provide the supporting insurance certificate and the related premium receipt)         </p> <p> <input type="checkbox"/> I do not intend to provide the hosting myself         </p> <p><i>The insurance certificate will be required when issuing the visa and during border control</i></p> |
| <b>The home investigation</b>              | In order to verify that the person lodged can be accommodated in decent accommodation and under normal conditions of occupation, the Mayor may request, from specially authorized officials of the town hall, the on-site verification of the conditions of this accommodation.                                                                                                                                                                                                                                                                                                                                                |

### **You must complete the visit authorization below**

*In case of refusal on your part, the normal conditions of accommodation are considered not fulfilled and the hosting certificate will not be validated*

***I, the undersigned.....***

***declares on my honor to have read the information contained in this notice and authorizes the specially authorized agents of the municipality to carry out, on the spot, the verifications of the housing conditions, if the Mayor deems it necessary.***

**Made in Jouy-en-Josas, the .....**

**Signature of the host**