

APPLICATION GUIDELINE

EMPLOYMENT SERVICES – REQUEST FOR ENTRY/EXIT PASSENGER REPORT

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Introduction

Entry/Exit Passenger report is a report obtained from Federal Authority of Identity and Citizenship (FAIC) that show the last status of an applicant (inside or outside the UAE), providing all the details such as date of entry/exit, destination, airport, etc.

There are **two** types of Entry/ Exit Passenger Report:

1. Single Entry/ Exit Passenger Report: reflects the last updated status of the applicant (inside or outside the UAE).
2. Detailed Entry/ Exit Passenger Report: reflects the full history of entry/exit status details for the applicant (inside or outside the UAE).

Service to Select on Portal

Employee Services – Employment visa – Entry/Exit passenger Report.

Important Notes

- The member company must have a valid license to be eligible for applying.
- The applicant must have a valid residence visa and Company Employment Certificate (CEC) to be eligible for raising the report request for.
- “Permanent Identity Card” holder (PIC), and employee under “Access Approval” are not eligible for the service.

Steps

Step1: Complete the application form to apply for ‘Entry/Exit Passenger Report’ on the DMCC portal.

Step 2: Upload the required documents and proceed with the payment.

Step 3: Submit the application on DMCC portal.

Step 4: Once the approval notification is received, download the Entry/Exit Passenger Report from the same service request under documents/uploads section.

Requirements

Copy	Documents	Remarks
○	Applicant Passport copy	The Passport copy to be clear and colored.
○	Applicant's Residence visa copy	The Visa page copy to be clear and colored.

Output

- Electronic Entry/Exit Passenger Report.

Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 4249600.