

SERVICE REQUEST MANUAL

EMPLOYEE RESIDENCE VISA RENEWAL

Purpose

This document is designed to define and illustrate the online process related to 'Request for Residence Visa Renewal'. This document will brief you on how to apply for this service request and what to expect at the different stages in terms of the online interface, the notification emails and text messages as well as the expected output.

Relevant Documents

The Request for 'Request for Residence Visa Renewal' operates in conjunction with, but not limited to the below stated policies and guidelines:

- [Residence Visa Renewal Guideline;](#)
- DMCC Company Regulations;
- Free Zone Rules & Regulations; and
- Federal Authority for Identity and Citizenship (FAIC) Rules and Regulations.

Applicability

This document will be applicable to all DMCC member companies with active licence who are applying for visa renewal for their existing employees.

Important Notes

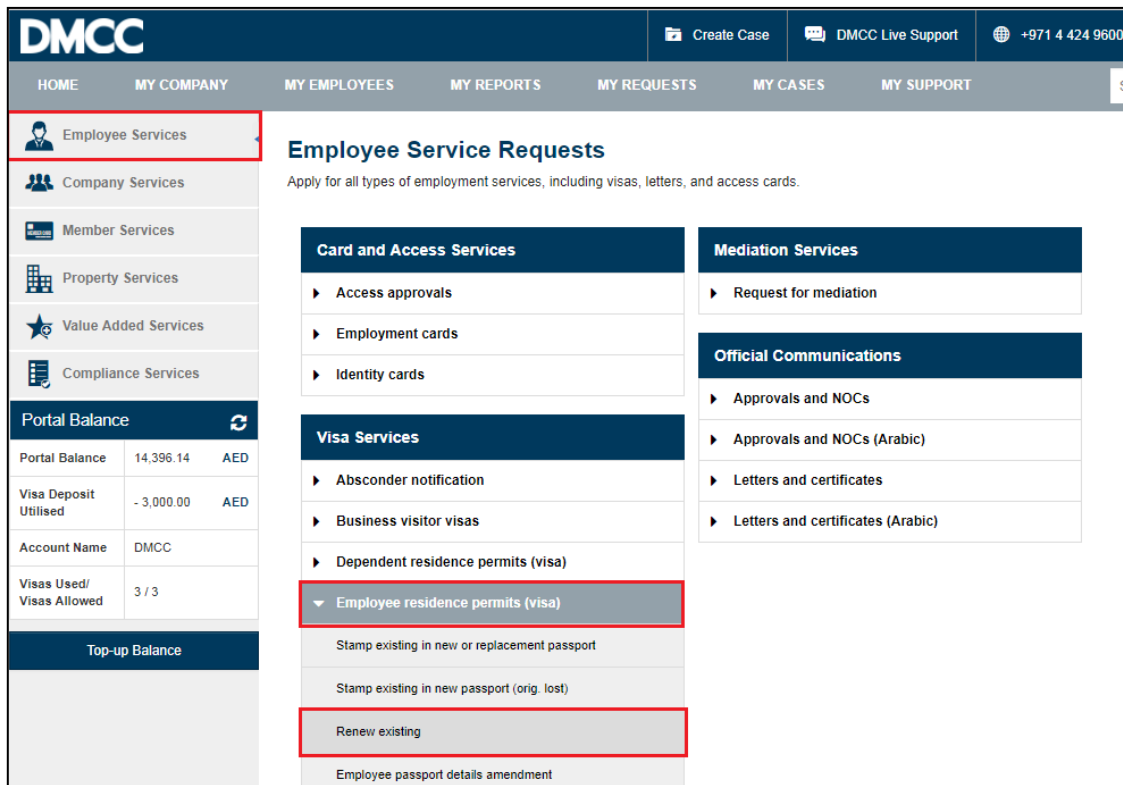
- The company must initiate the visa renewal before the visa expiry date to avoid any late penalties.
- The company Establishment Card and licence must be valid in order to apply for the Employee Residence Permit (Visa) Renewal service request.
- If the visa is being renewed after the expiry of the grace period (30 days from the date of expiry), then a penalty will be levied costing AED 25 per day.
- At the time of renewal, the applicant passport should be valid for at least 3 months.
- If the applicant needs the visa to be stamped on a different passport, then, passport

details amendment service request should also be raised before the renewal request.

- A valid health insurance under the DMCC company sponsorship / coverage issued through a local insurance company is required. If the health insurance is valid for less than 1 month, DMCC requires an undertaking letter from the company stating they will renew it upon the expiry date.
- Emirates ID registration and medical fitness request typing services are also provided by DMCC (optional).
- In case the Emirates ID registration typing service is not selected initially at the service request creation, the company has the option to create a separate service request through their portal at 'Employee Services – Employee Residence Permit – Emirates ID Typing'.
- In case the medical fitness request service is not initially selected at the service request creation, the company has the option to create a separate service request through their portal at 'Employee Services – Employee Residence Permit – Medical Fitness Request Typing'.
- Members can apply for the applicant's health insurance through one of the Dubai Health Authority (DHA) 45 approved local health insurance inside UAE. For the complete list, please visit <http://www.isahd.ae/Home/PermittedInsurers>.

The Process:

1. Login to your member portal to complete the application form at 'Employment Services - Visa services - Employee Residence Permits (Visa) – Renew Existing' on the DMCC portal.



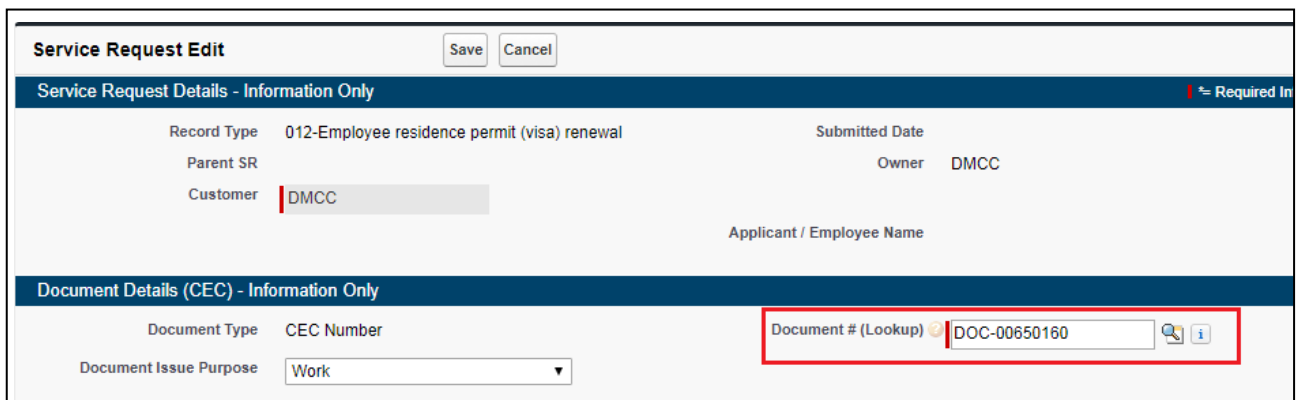
The screenshot shows the DMCC Employee Service Requests portal. The left sidebar contains a menu with 'Employee Services' highlighted. The main content area is titled 'Employee Service Requests' and lists various service categories:

- Card and Access Services:** Access approvals, Employment cards, Identity cards.
- Visa Services:** Absconder notification, Business visitor visas, Dependent residence permits (visa), **Employee residence permits (visa)** (highlighted), Stamp existing in new or replacement passport, Stamp existing in new passport (orig. lost), **Renew existing** (highlighted), Employee passport details amendment.
- Mediation Services:** Request for mediation.
- Official Communications:** Approvals and NOCs, Approvals and NOCs (Arabic), Letters and certificates, Letters and certificates (Arabic).

A 'Portal Balance' table is also visible on the left side of the main content area.

Portal Balance		
Portal Balance	14,396.14	AED
Visa Deposit Utilised	- 3,000.00	AED
Account Name	DMCC	
Visas Used/ Visas Allowed	3 / 3	
Top-up Balance		

2. Insert the employee company card number and click 'Lookup'.



The screenshot shows the 'Service Request Edit' form. The 'Service Request Details - Information Only' section contains the following information:

- Record Type: 012-Employee residence permit (visa) renewal
- Submitted Date: [Empty]
- Parent SR: [Empty]
- Owner: DMCC
- Customer: DMCC
- Applicant / Employee Name: [Empty]

The 'Document Details (CEC) - Information Only' section contains the following information:

- Document Type: CEC Number
- Document Issue Purpose: Work
- Document # (Lookup): DOC-00650160

3. Select the relevant document.

Lookup

Employee Documents No. based on document type selected in the Service request
Search With - CEC No, Or Passport No , Or Person Passport Name

Search Name All Fields

[< Clear Search Results](#)

Search Results

Document Details [1] [Show Filters](#)

Document #	Document Number	Document Type	Document Status	Passport Name	Account	Passport No.	Nationality
DOC-00650160	CEC Number-00650160	CEC Number	Active	John Smith	DMCC	987654321	United Kingdom

4. Fill in the employee health insurance details.

Service Request Edit

Service Request Details - Information Only

Record Type: 012-Employee residence permit (visa) renewal Submitted Date: _____
 Parent SR: _____ Owner: DMCC
 Customer: DMCC
 Applicant / Employee Name: _____

Document Details (CEC) - Information Only

Document Type: CEC Number Document # (Lookup):
 Document Issue Purpose:

Applicant Health Insurance Details

Health Insurance Provider: Health Insurance Policy Number:
 Health Insurance Expiry Date: [21/08/2017] Health Insurance Membership Number:

- To apply for DMCC Medical Fitness request, please select the type of medical service request. Please note that the medical fitness test type once selected, cannot be changed or upgraded. (Optional and for an additional fee. Refer to the [Schedule of Charges](#))

Medical Fitness Request Service

Apply for Medical Fitness Test	<div style="border: 1px solid #ccc; padding: 2px;"> VIP - 3 hours --None-- Normal - 3 to 5 working days Urgent - 24 hours Urgent - 48 hours VIP - 3 hours </div>
Emirates ID Typing Request	
Apply for 'Emirates ID Typing' Request	<input type="checkbox"/>
I agree	<input type="checkbox"/>
Disclaimer	I warrant and undertake the information that I have provided and/or supplied below is true, accurate, complete and up to date. I acknowledge that Dubai Multi Commodities Centre is not responsible in any way for the content or accuracy of the information that I have provided and/or supplied above and that I shall be held fully liable for any and all claims and all direct, indirect or consequential liabilities (including loss of profits, loss of business, depletion of goodwill and similar losses), costs, proceedings, damages and expenses (including legal and other professional fees and expenses) awarded against, or incurred or paid by, Dubai Multi Commodities Centre as a result of or in connection with my provision of any inaccurate or false information.

- To apply for the DMCC Emirates ID typing, please tick the 'Apply for Emirates ID Typing Request' box. (Optional and for an additional fee. Refer to the [Schedule of Charges](#))

Emirates ID Typing Request

Apply for 'Emirates ID Typing' Request	<input checked="" type="checkbox"/>
I agree	<input checked="" type="checkbox"/>
Disclaimer	I warrant and undertake the information that I have provided and/or supplied below is true, accurate, complete and up to date. I acknowledge that Dubai Multi Commodities Centre is not responsible in any way for the content or accuracy of the information that I have provided and/or supplied above and that I shall be held fully liable for any and all claims and all direct, indirect or consequential liabilities (including loss of profits, loss of business, depletion of goodwill and similar losses), costs, proceedings, damages and expenses (including legal and other professional fees and expenses) awarded against, or incurred or paid by, Dubai Multi Commodities Centre as a result of or in connection with my provision of any inaccurate or false information.

- Fill in the employee mobile number and email address.

Applicant Passport Details - Please Confirm/Update

Passport Type	Name (as per passport)
Passport Number	Nationality
Date of Birth	Country of Birth
Place of Birth	Passport Expiry Date
Passport Issue Date	Place of Issue
Country of Issue	Employee Email ID
Employee Mobile Number	

- If the employee requires visa data amendment (job title, nationality, name change), please select the type of amendment required.

Change Applicant Name

Change Applicant's Name	Yes
Changed First Name	UAT
Changed Last Name	TEST

Change Applicant Job Title

Change Applicant's Job Title	Yes
Changed Job Title	GAS SALES

Change Applicant Nationality

Change Applicant Nationality	Yes
Changed Nationality / Country	Saint Kitts And Nevis

9. Select residence visa validity

Applicant Personal Details - Please Confirm/Update

Title	--None--	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Mother's Name	<input type="text"/>	Father's Name	<input type="text"/>
Religion	--None--	Gender	--None--
Marital Status	--None--	Languages Spoken	<div style="border: 1px solid black; padding: 2px;"> Available ARABIC BANGLA BLUSSH CHINESE </div>
Residence Visa Validity	<div style="border: 1px solid black; padding: 2px;"> --None-- --None-- 1 Year Valid Employment Visa 2 Years Valid Employment Visa 3 Years Valid Employment Visa </div>		

Applicant Arabic Details - Please Enter (Optional)

Last Name (Arabic) Middle Name (Arabic)

10. Fill in the portal user details and mobile number to receive status notifications from DMCC in the 'Correspondence Details'. Then, click 'Save' to receive the service request number.

Correspondence Details - Please Confirm/Update	
Portal User's Email	john.smith@xyz.com
Send SMS To Mobile	+971xxxxxx
Customer Comments	<input type="text"/>
Courier Details - Information Only	
Courier Collection Required	<input type="checkbox"/>
Courier Delivery Required	<input checked="" type="checkbox"/>
Collection Airway Bill No #	?
Delivery Airway Bill No #	?
DNRD Details - Information Only	
Document Issue Date	
Document Expiry Date	
DMCC Comments - Please Confirm/Update	
DMCC Comments	?
Rejection Reason	?
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<input type="button" value="Save"/>	

11. Take a note of the service request number for future follow-ups and company records.

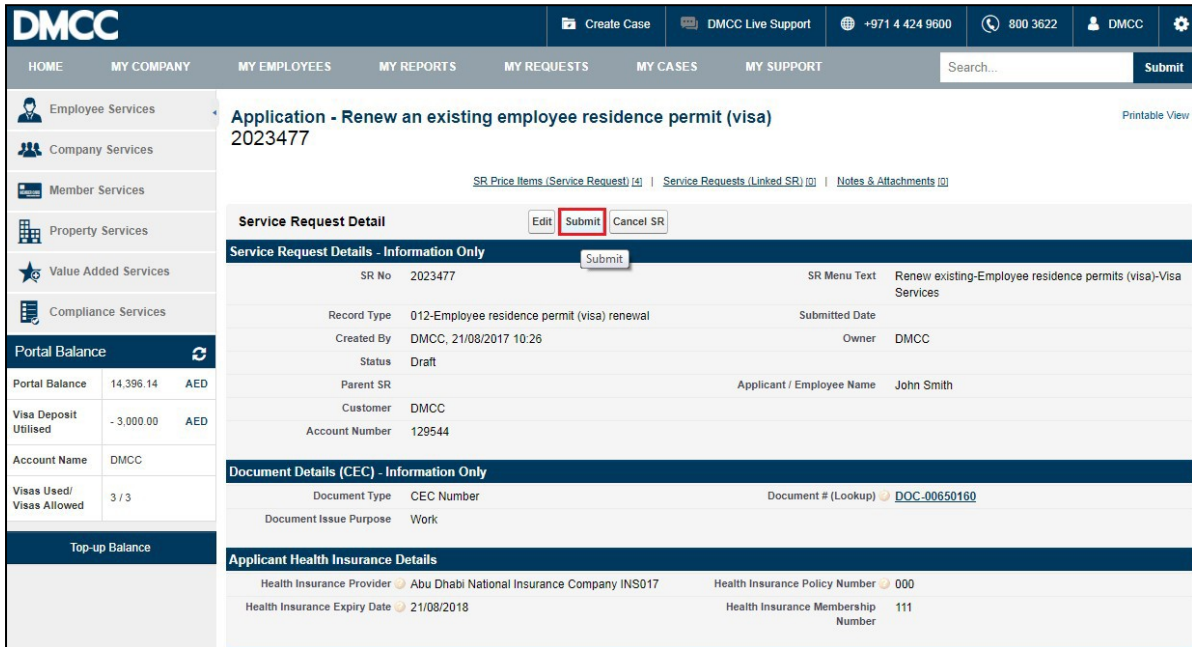
DMCC			Create Case	DMCC Live Support	+971 4 424 9600	800 3622	DMCC	Settings
HOME	MY COMPANY	MY EMPLOYEES	MY REPORTS	MY REQUESTS	MY CASES	MY SUPPORT	Search...	Submit
Employee Services	Application - Renew an existing employee residence permit (visa)							Printable View
Company Services	2023477							
Member Services	Service Request has been saved.							
Property Services	SR Price Items (Service Request) [4] Service Requests (Linked SR) [0] Notes & Attachments [0]							
Value Added Services	Service Request Detail							Edit Submit Cancel SR
Compliance Services	Service Request Details - Information Only							
Portal Balance	SR No 2023477 SR Menu Text Renew existing-Employee residence permits (visa)-Visa Services							
Portal Balance 14,396.14 AED	Record Type 012-Employee residence permit (visa) renewal Submitted Date							
Visa Deposit Utilised -3,000.00 AED	Created By DMCC, 21/08/2017 10:26 Owner DMCC							
Account Name DMCC	Status Draft Applicant / Employee Name John Smith							
Visas Used/Visas Allowed 3 / 3	Parent SR Customer DMCC Account Number 129544							
Top-up Balance	Document Details (CEC) - Information Only							
	Document Type CEC Number Document # (Lookup) DOC-00650160							
	Document Issue Purpose Work							
	Applicant Health Insurance Details							

- Click the 'Download/Upload/Review Doc' button to upload the required documents under the 'SR Documents' section. Click 'Upload' and ensure to upload all the required documents.

SR Documents							
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Applicant's Passport		Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	Pending Upload	21/08/2017	21/08/2017	View e-Document
Colour Passport Size Photo (JPEG) x 2		Upload a copy of the latest passport size colour photo (JPEG). 2 originals will be required.	Copy & Original	Pending Upload	21/08/2017	21/08/2017	View e-Document
Company Employment Card (CEC)		Upload a copy of the Company Employment Card. Original will be required.	Copy & Original	Pending Upload	21/08/2017	21/08/2017	View e-Document
Establishment Card		Upload a copy of the Establishment Card	Copy Required	Pending Upload	21/08/2017	21/08/2017	View e-Document
Proof of Health Insurance (Card or Certificate)		Upload a Proof of Health Insurance	Copy Required	Pending Upload	21/08/2017	21/08/2017	View e-Document

DMCC										
HOME		MY COMPANY	MY EMPLOYEES	MY REPORTS	MY REQUESTS	MY CASES	MY SUPPORT	Search...	Submit	
Return back to SR		Return back to SR Step								
Documents to be Uploaded										
Action	Name	Person Name/Corporate Name	Instructions	Copy / Original	Original Verified	Status	DMCC Comments	Customer Comments	Last Modified Date	
Upload	Applicant's Passport		Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			13/07/2017 15:26	
Upload	Colour Passport Size Photo (JPEG) x 2		Upload a copy of the latest passport size colour photo (JPEG). 2 originals will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			13/07/2017 15:26	
Upload	Company Employment Card (CEC)		Upload a copy of the Company Employment Card. Original will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			13/07/2017 15:26	
Upload	Establishment Card		Upload a copy of the Establishment Card	Copy Required	<input type="checkbox"/>	Pending Upload			13/07/2017 15:26	
Upload	Proof of Health Insurance (Card or Certificate)		Upload a Proof of Health Insurance	Copy Required	<input type="checkbox"/>	Pending Upload			13/07/2017 15:26	

13. After uploading the documents, click 'Submit' and proceed with the payment.



DMCC Create Case DMCC Live Support +971 4 424 9600 800 3622 DMCC

HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES MY SUPPORT Search... Submit

Employee Services
Company Services
Member Services
Property Services
Value Added Services
Compliance Services

Application - Renew an existing employee residence permit (visa)
2023477 Printable View

SR Price Items (Service Request) (4) | Service Requests (Linked SR) (0) | Notes & Attachments (0)

Service Request Detail Edit **Submit** Cancel SR

Service Request Details - Information Only Submit

SR No	2023477	SR Menu Text	Renew existing-Employee residence permits (visa)-Visa Services
Record Type	012-Employee residence permit (visa) renewal	Submitted Date	
Created By	DMCC, 21/08/2017 10:26	Owner	DMCC
Status	Draft	Applicant / Employee Name	John Smith
Parent SR		Customer	DMCC
Customer	DMCC	Account Number	129544

Document Details (CEC) - Information Only

Document Type	CEC Number	Document # (Lookup)	DOC_00650160
Document Issue Purpose	Work		

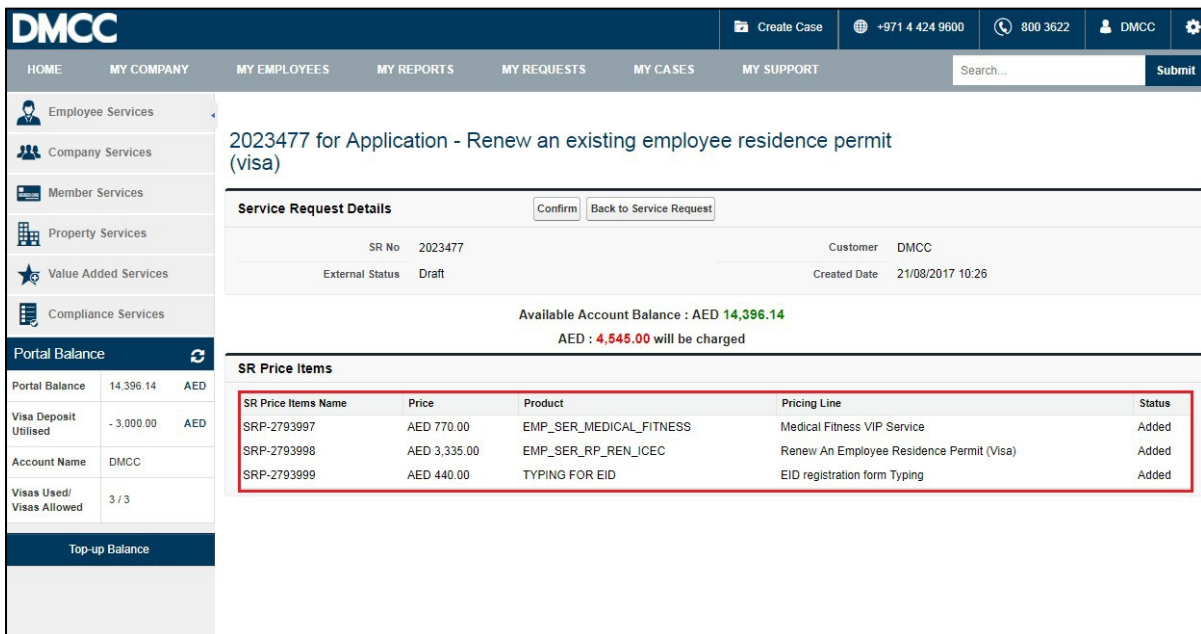
Applicant Health Insurance Details

Health Insurance Provider	Abu Dhabi National Insurance Company INS017	Health Insurance Policy Number	000
Health Insurance Expiry Date	21/08/2018	Health Insurance Membership Number	111

Portal Balance

Portal Balance	14,396.14	AED
Visa Deposit Utilised	- 3,000.00	AED
Account Name	DMCC	
Visas Used/ Visas Allowed	3 / 3	
Top-up Balance		

14. Check the price details and click 'Confirm'.



DMCC Create Case +971 4 424 9600 800 3622 DMCC

HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES MY SUPPORT Search... Submit

Employee Services
Company Services
Member Services
Property Services
Value Added Services
Compliance Services

2023477 for Application - Renew an existing employee residence permit (visa)

Service Request Details Confirm Back to Service Request

SR No	2023477	Customer	DMCC
External Status	Draft	Created Date	21/08/2017 10:26

Available Account Balance : AED 14,396.14
AED : 4,545.00 will be charged

SR Price Items

SR Price Items Name	Price	Product	Pricing Line	Status
SRP-2793997	AED 770.00	EMP_SER_MEDICAL_FITNESS	Medical Fitness VIP Service	Added
SRP-2793998	AED 3,335.00	EMP_SER_RP_REN_ICEC	Renew An Employee Residence Permit (Visa)	Added
SRP-2793999	AED 440.00	TYPING FOR EID	EID registration form Typing	Added

Portal Balance

Portal Balance	14,396.14	AED
Visa Deposit Utilised	- 3,000.00	AED
Account Name	DMCC	
Visas Used/ Visas Allowed	3 / 3	
Top-up Balance		

15. You will receive an email notification from DMCC confirming that the application is submitted.
16. You will receive an email notification if the medical fitness test request from DMCC was selected.
17. You will receive an email notification once the Emirates ID registration form typing is done.
18. Under the service request 'SR Documents', click 'View E-Document' to view the Emirates ID registration form and medical request form. Print a copy of the medical request form and approach the designated medical centre to complete the medical test.


SR Documents		Download/Upload/Review Doc					
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Applicant's Passport		Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	Uploaded	02/08/2017	02/08/2017	View e-Document
Colour Passport Size Photo (JPEG) x 2		Upload a copy of the latest passport size colour photo (JPEG). 2 originals will be required.	Copy & Original	Uploaded	02/08/2017	02/08/2017	View e-Document
Company Employment Card (CEC)		Upload a copy of the Company Employment Card. Original will be required.	Copy & Original	Uploaded	02/08/2017	02/08/2017	View e-Document
Establishment Card		Upload a copy of the Establishment Card	Copy Required	Uploaded	02/08/2017	02/08/2017	View e-Document
Proof of Health Insurance (Card or Certificate)		Upload a Proof of Health Insurance	Copy Required	Uploaded	02/08/2017	02/08/2017	View e-Document
Medical Form		Medical Form - typed by DMCC DNRD typing team		Uploaded	02/08/2017	02/08/2017	View e-Document

SR Documents		Download/Upload/Review Doc					
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Applicant's Passport		Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	Uploaded	02/08/2017	02/08/2017	View e-Document
Colour Passport Size Photo (JPEG) x 2		Upload a copy of the latest passport size colour photo (JPEG). 2 originals will be required.	Copy & Original	Uploaded	02/08/2017	02/08/2017	View e-Document
Company Employment Card (CEC)		Upload a copy of the Company Employment Card. Original will be required.	Copy & Original	Uploaded	02/08/2017	02/08/2017	View e-Document
Establishment Card		Upload a copy of the Establishment Card	Copy Required	Uploaded	02/08/2017	02/08/2017	View e-Document
Proof of Health Insurance (Card or Certificate)		Upload a Proof of Health Insurance	Copy Required	Uploaded	02/08/2017	02/08/2017	View e-Document
Medical Form		Medical Form - typed by DMCC DNRD typing team		Uploaded	02/08/2017	02/08/2017	View e-Document
Emirates Identity Card registration form		Upload a copy of the Emirates Identity Card or Registration form in JPEG format (Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use the following tool https://ezgi		Uploaded	02/08/2017	02/08/2017	View e-Document

19. Upon receipt of the medical test results document, upload it in the same service request 'SR Documents' under 'Medical Fitness Certificate'. Click 'Upload' to upload the health insurance card & the medical fitness certificate.

SR Documents		Download/Upload/Review Doc					
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Applicant's Passport		Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	Uploaded	21/08/2017	21/08/2017	View e-Document
Colour Passport Size Photo (JPEG) x 2		Upload a copy of the latest passport size colour photo (JPEG). 2 originals will be required.	Copy & Original	Uploaded	21/08/2017	21/08/2017	View e-Document
Company Employment Card (CEC)		Upload a copy of the Company Employment Card. Original will be required.	Copy & Original	Uploaded	21/08/2017	21/08/2017	View e-Document
Establishment Card		Upload a copy of the Establishment Card	Copy Required	Uploaded	21/08/2017	21/08/2017	View e-Document
Proof of Health Insurance (Card or Certificate)		Upload a Proof of Health Insurance	Copy Required	Uploaded	21/08/2017	21/08/2017	View e-Document
Medical Fitness Certificate - From Government Approved Hospital or Medical Clini		Upload copy of Medical Fitness Certificate - From Government Approved Hospital or Medical Clinic. Original will be required.	Copy & Original	Pending Upload	21/08/2017	21/08/2017	View e-Document

Sample of the Medical Fitness application:



حكومة دبي
GOVERNMENT OF DUBAI



هيئة الصحة بدبي
DUBAI HEALTH AUTHORITY

طلب فحص اللياقة الطبية
Medical Fitness Application

Application ID



Date: التاريخ:

Dear Customer,

Thank you for using DHA Online Medical Fitness Request Service. Your request has been submitted with the following details:

Name		الاسم
Visa Type		نوع التأشيرة
Request Type		نوع الطلب
Urgency Type		قناة الاستعجال
Payment Method		طريقة الدفع

Medical Center		المركز الطبي
Passport Number		رقم جواز السفر
Emirates ID		بطاقة الهوية
Email		البريد الإلكتروني
Sponsor Name		اسم الكفيل

Residency / Entry Permit Number		رقم الإقامة / تصريح الدخول
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* Please note the Application ID for any enquiries about your request.
* Please note that the Typing Centre Fees are 50 AED.

The following are required by DHA upon processing your request:

1. Original passport or Emirates ID card (mandatory)	1. جواز السفر الأصلي أو بطاقة الهوية (إلزامي)
2. Residence permit copy	2. صورة عن تأشيرة الدخول مع صورة عن الإقامة

رؤيتنا تقديم خدمات صحية عالمية المستوى ترتقي بإمارة دبي لتحقيق مكانة مميزة على خارطة العالم الصحية
Our Vision is to provide Health Services of an international level recognizing and marking Dubai at the world health map.

Printed By ALI MAHMOOD / al.mirza@dmcc.ae from DMCC.

Sample of the Emirates ID Registration Form:

<p>قدم بتاريخ SUBMITTED ON</p> <p>رقم الإصدار RECEIPT NO.</p> <p>رقم المعاملة TRANSACTION N</p>		<p>استمارة تسجيل REGISTRATION FORM</p> <p>رقم الطلب APPLICATION NUMBER</p>		<p>هيئة الإمارات للهوية EMIRATES IDENTITY AUTHORITY</p> 	
<p>ستتم التواصل معك في حال وجود تعديل مطلوب وعند جاهزية المطالبة للتسليم. يرجى التأكد من دقة هذه المعلومات.</p> <p>You will be contacted in case of required modification and once your card is ready for delivery. Please make sure this information is accurate.</p>		<p>ID CARD RENEWAL Applicant is applying for residency new / renew / sponsorship transfer and is previously registered in Emirates Identity Authority (ID card to be renewed is NOT available)</p>		<p>تجديد بطاقة الهوية المقدم لديه طلب قيد الأجراء بإحدى خدمات الإقامة (جديد / تجديد / نقل كإقامة) وسجل مسبقاً بجهة الإمارات للهوية (بطاقة الهوية المراد تجديدها (كثير متوفرة)</p>	
<p>الاسم NAME</p> <p>الجنس GENDER</p> <p>الرقم الموحد UNIFIED NUMBER</p> <p>رقم حيازة الهوية Family Book No.</p>		<p>تاريخ الميلاد DATE OF BIRTH</p> <p>رقم جواز السفر PASSPORT NUMBER</p> <p>رقم البلدية / رقم الأسرة City Number / Family Id</p>		<p>الجنسية NATIONALITY</p> <p>تاريخ انتهاء الجواز PASSPORT EXPIRY DATE</p>	
<p>NEXT STEP Capture your biometrics at one of our service points</p> <p>An appointment with all details will be sent to you through an SMS on mobile number In case you do not receive an SMS two weeks from submitting your application please call 042376000</p>		<p>الإجراء التالي أخذ البصمات بأحد مراكز التسجيل التابعة لهيئة الإمارات للهوية</p> <p>سيتم إرسال موعد التسجيل من خلال رسالة نصية قصيرة على هاتف رقم في حال عدم استلام الرسالة خلال أسبوعين من تاريخ تقديم الطلب الرجاء الإتصال على 042376000.</p>			
<p>IMPORTANT NOTES</p> <p>For information on registering for Emirates ID card call 042376000</p> <p>The legal typing fee of this application is AED 30 only where the typing centre is legally bound to this amount. If you have been over charged or have any comments on the typing centre please call 042376000</p> <p>The ID card has to be pierced during the filling of the application</p> <p>The ID card is your property and should be handed back to you along with this application</p> <p>Please revise the entered ID number & expiry date in your application</p> <p>You may be notified to revisit the typing centre for modifications to your application. Amount of AED 5 for the modification will be charged as typing fees if you proceed to a different typing centre than the one who last submitted the application</p> <p>Please revise the application type highlighted on top of the application.</p> <p>You may be requested to complete the required fees by paying any difference between the previously paid amount and the required fee</p> <p>The applied card validity will be reviewed and could be changed while processing your application</p>		<p>ملاحظات هامة</p> <p>للاستفسار عن معاملة التسجيل لطاقة الهوية، يرجى الإتصال على 042376000</p> <p>الرسوم القانونية لمكاتب الطابعة 30 (ثلاثون) درهماً فقط لأغراض وفي حال تجاوز رسوم إضافية تعتبر زيادة غير قانونية وتعرض مكتب الطابعة للمساءلة القانونية. في حال وجود أي ملاحظة على مكاتب الطابعة يرجى الإتصال على 042376000</p> <p>ضرورة لفك بطاقة الهوية أثناء عملية التجديد ومسحها</p> <p>بطاقة الهوية هي ملك للفصل يحتفظ بها بعد الإنهاء من عملية إستمارة التجديد أو الاستبدال</p> <p>التأكد من صحة رقم الهوية وتاريخ انتهائها المدخل بالطلب</p> <p>قد يتم التواصل معك لطلب تعديل بالطلب المقدم عن طريق زيارة إحدى مراكز الطابعة المعتمدة. رسوم الطابعة لتعديل 5 درهم لأغراض في حالة تعديل الطلب بمكتب طابعة مختلف عن المكتب الأخير الذي قدم منه الطلب</p> <p>الرجاء التأكد من صحة نوع الطلب المقدم الموضح أعلاه</p> <p>قد يتم التواصل معك لطلب إستكمال الرسوم المطلوبة بدفع العارق بين المبلغ المدفوع سابقاً والقيمة المطلوبة للطلب</p> <p>سيتم مراجعة صلاحية البطاقة المقدمة وقد يتم تعديدها أثناء التدقيق على الطلب</p>			
<p>اتصل بنا CALL US ON 04 2376000</p>		<p>للمزيد من المعلومات FOR MORE INFORMATION: www.emiratesid.ae</p>			
<p>الطابعة بواسطة SUBMITTED BY</p> <p>تاريخ الطابعة PRINTED ON</p>		<p>[user name] [typing centre name], [Emirate], [City]</p> <p>01 January 2011, 02:34 PM</p>			

20. You will receive an email notification confirming the submission of the application to the Immigration Department Federal Authority for Identity and Citizenship (FAIC).
21. You will receive an email notification for the delivery / collection once the application is approved by the Immigration Department Federal Authority for Identity and Citizenship (FAIC).
22. Please refer to the 'Delivery Airway Bill Number' on the service request to track the delivery of the passport.

aramex
delivery unlimited

Dear Member

Your service request [2019085](#) for **Mr. ABC, with Passport no.** has been approved by GDRFA.

Please check DMCC member portal for delivery/collection details.

23. You can check the status of your application at any stage on the DMCC website via the Visa Status Checker at www.dmcc.ae/free-zone/support/how-guides/visa-status-checker.

The screenshot shows the DMCC Visa Status Checker page. The browser address bar displays "Secure | https://www.dmcc.ae/free-zone/support/how-guides/visa-status-checker". The page header includes the DMCC logo and navigation links: FREE ZONE, GATEWAY TO TRADE, DEVELOPING DUBAI, ABOUT DMCC, SUPPORT, and MEMBER PORTAL. The main heading is "Visa Status Checker". Below this, the instruction reads "Check the Status of your visa application" followed by "To check the status of your visa application, please use the form below." The form prompts the user to "Enter Service Request Number and Passport Number to Check Application Status". It contains two input fields: "Service Request Number *" and "Passport Number *", and a "SEARCH" button.