

Application Guideline

Dependents Visa Services - Request for Residence Visa Renewal

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Service to Select on Portal

Employment Services - Dependent Residence Permits (Visa) - Dependent Residence Permit (Visa) Renewal.

Important Notes

- Sponsors who have an open file in GDRFA are required to upload a copy of the receipt, otherwise DMCC will open the file on behalf of the sponsor for an additional charge.
- The dependent's passport should be valid for at least 6 months.
- Sponsor's original Emirates ID is required.
- Health insurance is mandatory.
- Sponsor's IBAN Number is required.
- A financial security deposit for maid, parents and son above 18 will be mandatory.
- The security deposit will be refunded at Dubai's General Directorate of Residency and Foreigners Affairs (GDRFA).
- The sponsor's passport & residence visa should be valid for at least 6 months.
- All applications are subject to the General Directorate of Residency and Foreigners Affairs (GDRFA) rules & regulations.

Steps

Step 1: Complete the application form to apply for Dependent Residence Permit (Visa) Renewal on the DMCC portal.

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

Step 3: Receive a notification confirming to visit the DMCC typing counters to submit the original documents and the sponsor's Emirates ID card for the typing of the electronic residence visa renewal form.

Step 4: Receive a notification confirming the submission of the online application to GDRFA.

Step 5: Receive a notification confirming the issuance of the residence visa permit.

Step 6: For companies on physical offices, the courier will deliver the original passport with stamped residence visa to the company.

Requirements

Stage 1 Requirements

Upload the following required documents and proceed with the payment.

Documents	Remarks
Dependent's passport copy & visa page	Passport should be valid for at least 6 months.
Dependent's passport size photo	Upload on the member portal in JPEG format in Max size: 40 KB Height: 355 Width: 300 To adjust your document size, you may use the following online tool https://ezgif.com/resize .
Sponsor's passport copy with visa page	Passport should be valid for at least 6 months.
Salary certificate (Arabic)	
Medical certificate	
Emirates ID registration form	
Sponsor file receipt	
Ejari / Title Deed	Attested tenancy contract by Ejari or a Title Deed if the sponsor is a property owner.
Electricity bill	Latest electricity bill (up to 3 months old).
A copy of a continuing educational certificate for +18 years old son	High quality and coloured.
Signed confirmation letter from the sponsor	The letter is generated on the portal for +18 years old unmarried daughter.
A copy of marriage certificate of the sponsor for maid residence visa renewal	
Renewed contract for maid from GDRFA	

Stage 2 Requirements

Submit the below documents at the DMCC typing counters for the typing of residence visa renewal form.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photos of the dependent	High quality & colored.
<input type="checkbox"/>		Dependent passport	
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital or clinic or centre.
<input type="checkbox"/>		Cancelled Emirates ID	
	<input type="checkbox"/>	A copy of a continuing educational certificate for +18 years old son	
	<input type="checkbox"/>	Signed confirmation letter from the sponsor	The letter is generated on the portal for +18 year old unmarried daughter.
<input type="checkbox"/>		Sponsor's Emirates ID	
	<input type="checkbox"/>	Health insurance card	

Output

Issue a renewable residence visa as per the below details per dependent type:

- Wife / Child below 18 years / Daughter above 18 years: 3 years visa.
- Son above 18 years: 1 Year visa up to 21 years old.
- Parents / Parents-in-law / Maid / Driver: 1 year visa.

Further Information

- Visit our website at www.dmcc.ae or contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.