

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 'Residence Visa Renewal' operates in conjunction with, but is 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 apply to all DMCC member companies with an 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 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's passport should be valid for at least 3 months.
- If the applicant needs the visa to be stamped on a different passport, then, a

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.
- Effective 12 September 2023, DMCC will be the exclusive channel for member companies applying for their Emirates ID and Medical Fitness Certificates. In line with this update, we will no longer accept any applications typed through external typing centers.
- 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>.
- All Draft SRs will automatically be voided after sixty (60) calendar days from their creation date if no action is taken by the DMCC Member.
- SRs awaiting DMCC Member Company action will be automatically nullified if the required actions aren't completed within ninety (90) calendar days of SR's return date.
- DMCC Member Company admin can request service cancelation by clicking the 'Cancel Request' button.
- A cancellation fee will be charged to the DMCC Member's portal if the Member opts for its cancellation, or if the system auto-cancels the SR after the 90 days. (Please refer to the [Schedule of Charges](#)).

Steps:

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.

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HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES MY SUPPORT

Employee Services

- Company Services
- Member Services
- Property Services
- Value Added Services
- Compliance Services

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

Employee Service Requests
Apply for all types of employment services, including visas, letters, and access cards.

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)**
 - Stamp existing in new or replacement passport
 - Stamp existing in new passport (orig. lost)
 - Renew existing**
 - 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)

2. Fill in the employee company card number and click 'Lookup'.

Service Request Edit Save Cancel

Service Request Details - Information Only Required In

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)	DOC-00650160
Document Issue Purpose	Work		

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
Parent SR
Customer DMCC
Submitted Date
Owner DMCC
Applicant / Employee Name

Document Details (CEC) - Information Only

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

Applicant Health Insurance Details

Health Insurance Provider Abu Dhabi National Insurance Com
Health Insurance Policy Number 000
Health Insurance Expiry Date 21/08/2018 [21/08/2017]
Health Insurance Membership Number 111

5. Fill in the employee mobile number and email address.

Applicant Passport Details - Please Confirm/Update

Passport Type
Passport Number
Date of Birth
Place of Birth
Passport Issue Date [13/07/2017]
Country of Issue --None--
Employee Mobile Number +971xxxxxxxxx

Name (as per passport)
Nationality
Country of Birth
Passport Expiry Date [13/07/2017]
Place of Issue
Employee Email ID John.Smith@xyz.com

6. 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

7. Choose residence visa validity.

Applicant Existing Visa Details - Please Enter	
Is the Employee Currently Inside UAE?	--None--
Last date to exit on the current visa	[5/14/2019]
Tick if You Require Visa Amendment	<input type="checkbox"/>
NOC for family hold	<input type="checkbox"/>
Residence Visa Validity	--None--
Correspondence Details - Please confirm	
1 Year Valid Employment Visa	
2 Years Valid Employment Visa	

8. 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	
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	
Save	Cancel
Save	

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

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

Company Services

Member Services **Service Request has been saved.**

Property Services [SR Price Items \(Service Request\)](#) | [Service Requests \(Linked SR\)](#) | [Notes & Attachments](#)

Value Added Services

Compliance Services

Service Request Detail Edit Submit Cancel SR

Service Request Details - Information Only

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		
Parent SR		Applicant / Employee Name	John Smith
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

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		

10. 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 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	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

SR Price Items (Service Request)

DMCC

Create Case

DMCC Live Support

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800 3622

DMCC

HOME

MY COMPANY

MY EMPLOYEES

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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

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

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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
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

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

DMCC

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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

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_JCEC	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		

13. You will receive an email notification from DMCC confirming that the application has been submitted.

You will receive an email notification once the medical fitness form typing is done.

14. You will receive an email notification once the Emirates ID registration form typing is done.

15. 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

16. 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

طالب 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		شدة 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) 2. Residence permit copy	1. جواز السفر الأصلي أو بطاقة الهوية (إلزامي) 2. صورة عن تأشيرة الدخول مع صورة عن الإقامة
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رؤيتنا لتقديم 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 / ali.mirza@dmcc.ae from DMCC.

Sample of the Emirates ID Registration Form:

استمارة تسجيل REGISTRATION FORM		هيئة الإمارات للهوية EMIRATES IDENTITY AUTHORITY
<p>تاريخ التقديم SUBMITTED ON</p> <p>رقم الإيداع RECEIPT NO.</p> <p>رقم المعاملة TRANSACTION N</p>	<p>رقم الطلب APPLICATION NUMBER</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 كوالته) ومسبقاً مسجلاً بهوية الإمارات للهوية (بطاقة الهوية المراد تجديدها غير متوفرة)</p>		
<p>سنتواصل معك في حال وجود تعديل مطلوب وعند جاهزية البطاقة لتسليمي. 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>الاسم NAME</p> <p>الجنس GENDER</p> <p>تاريخ الميلاد DATE OF BIRTH</p> <p>الجنسية NATIONALITY</p> <p>الرقم الموحد UNIFIED NUMBER</p> <p>رقم جواز السفر PASSPORT NUMBER</p> <p>تاريخ انتهاء الجواز PASSPORT EXPIRY DATE</p> <p>رقم حلاصة العبد Family Book No.</p> <p>رقم البلدة / رقم الأسرة City Number / Family Id</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>سنتبعك معك موعد التسجيل من خلال رسالة نصية قصيرة على هاتف رقم. في حال عدم استلام الرسالة خلال أسبوعين من تاريخ تقديم الطلب الرجاء الاتصال 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 الاتصال على 042376000</p> <p>الرسوم القانونية لمكاتب الطباعة 30 (ثلاثون) درهماً فقط لأغراض وفي حال تجاوز رسوم إضافية تعتبر زيادة غير قانونية وتعرض مكتب الطباعة للمساءلة القانونية. في حال وجود أي ملاحظة على مكاتب الطباعة يرجى الاتصال على 042376000</p> <p>ضرورة تعب بطاقة الهوية أثناء عملية التجديد ومسحها</p> <p>بطاقة الهوية هي ملك للتسجيل يحتفظ بها بعد الانتهاء من تعبئة استمارة 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 الطباعة المعتمدة، رسوم الطباعة للتعديل 5 درهم لأغراض في حاله تعديل الطلب بمكتب طباعة 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 استكمال الرسوم المطلوبة بدفع العارق بين المبلغ المدفوع سابقاً والقيمة المطلوبة للطلب</p> <p>سيتم مراجعة صلاحية البطاقة المقدمة وقد يتم تعديله 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>الطبعة بواسطة SUBMITTED BY [user name] [typing centre name], [Emirate], [City]</p> <p>تاريخ الطباعة PRINTED ON 01 January 2011, 02:34 PM</p>		

17. You will receive an email notification confirming the application submission to the Immigration Department's Federal Authority for Identity and Citizenship (FAIC).
18. You will receive an email notification once the E-residence visa is approved by the Immigration Department Federal Authority for Identity and Citizenship (FAIC) and you may download it in your portal.
19. 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.

Secure | <https://www.dmcc.ae/free-zone/support/how-guides/visa-status-checker>

DMCC

FREE ZONE GATEWAY TO TRADE DEVELOPING DUBAI ABOUT DMCC SUPPORT MEMBER PORTAL

Visa Status Checker

Check the Status of your visa application

To check the status of your visa application, please use the form below.

Enter Service Request Number and Passport Number to Check Application Status

Service Request Number *

Passport Number *

SEARCH