

APPLICATION GUIDELINE

DEPENDENT VISA SERVICES – REQUEST FOR CHILDREN RESIDENCE VISA

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Introduction

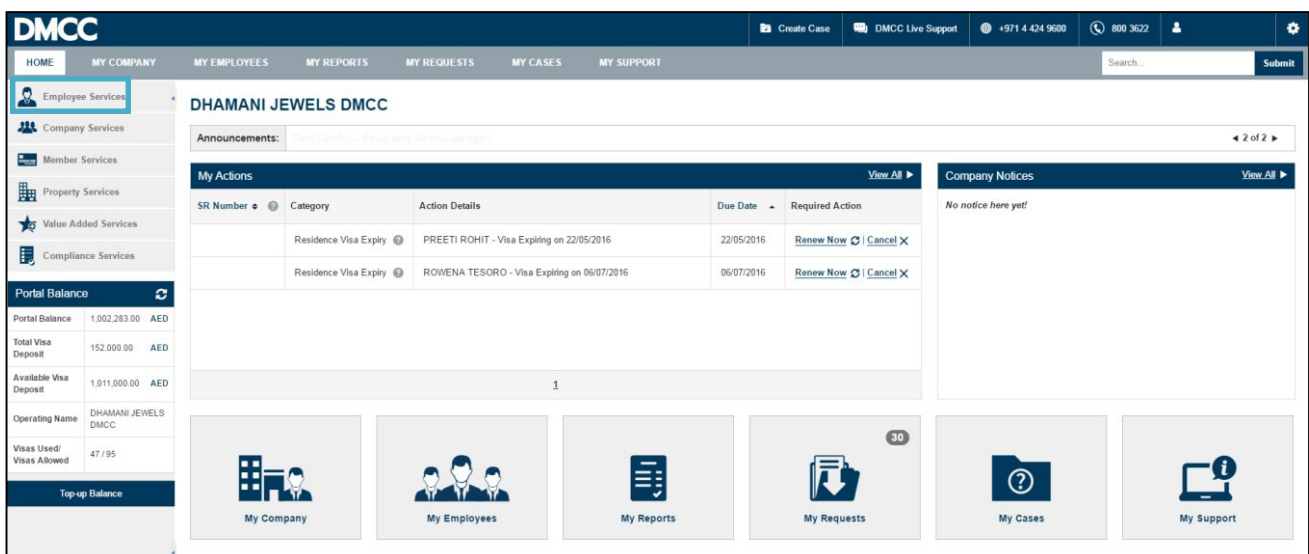
A DMCC licensed company is eligible to apply for UAE residence permits for their sponsored employees and shareholders' dependents such as spouse, children, parent(s), parents-in-law, housemaid(s) and driver through DMCC, which will be subject to Dubai's Federal Authority For Identity & Citizenship (FAIC) rules & regulations.

The dependent application will be processed as per one of the following three cases:

1. The first case applies if the dependent is outside UAE & will enter the UAE using the dependent entry permit.
2. The second case applies if the dependent is inside the UAE on a cancelled employment visa or on a Visit Visa where he remains inside UAE and changes the status to residence permit.
3. The third case applies if the dependent is inside the UAE on Transit Visa or on Arrival Visa for GCC Residents where they must exit & re-enter on dependent entry permit.

Service to Select on Portal

Once you log on to the portal, you will see 'Employee Services' on the right hand tabs on the portal homepage. Click on the Employee Services and then click on 'Apply for new' in the dropdown menu under 'Dependent Residence Permits (visa)'.



The screenshot shows the DMCC Employee Services Portal for DHAMANI JEWELS DMCC. The interface includes a navigation menu on the left with options like Employee Services, Company Services, Member Services, Property Services, Value Added Services, and Compliance Services. The main content area displays 'My Actions' with a table of pending visa renewals:

SR Number	Category	Action Details	Due Date	Required Action
	Residence Visa Expiry	PREETI ROHIT - Visa Expiring on 22/05/2016	22/05/2016	Renew Now Cancel X
	Residence Visa Expiry	ROIWENA TESORO - Visa Expiring on 06/07/2016	06/07/2016	Renew Now Cancel X

Below the table, there are quick action buttons for 'My Company', 'My Employees', 'My Reports', 'My Requests' (with a notification badge of 30), 'My Cases', and 'My Support'. A 'Portal Balance' section on the left shows a balance of 1,002,283.00 AED. The top navigation bar includes links for 'HOME', 'MY COMPANY', 'MY EMPLOYEES', 'MY REPORTS', 'MY REQUESTS', 'MY CASES', and 'MY SUPPORT', along with a search bar and user profile information.

Important Notes

- Sponsors who have an open file in FAIC are required to upload a copy of the receipt, otherwise DMCC will open the file on behalf of the sponsor for an additional charge.
- Shareholders not holding DMCC residence visa and holding Dubai residence visa can apply for the dependents visa.
- Minimum salary of AED 4,000 with accommodation is required.
- Sponsor's original Emirates ID Card is required.
- Sponsor's IBAN number from the bank is required.
- Sponsor's coloured copy of passport and residence visa page are required.
- Child's health insurance is mandatory.
- Application for Newborn baby inside UAE will go for resident visa stamping directly.
- Newborn baby must have a separate passport.
- Newborn baby must be less than 120 days old if the baby is more than 120 days old they will be fined.
- For +18 years old son's sponsorship, the sponsor should submit a continuing education certificate from university / faculty inside /outside UAE (AED 5,060 deposit may apply) if the university or faculty is not approved.
- Son between 18 - 21 years old is eligible for a one year renewable residence visa up to the age of 21 years only.

- For +18 years old daughter's sponsorship, it is required to provide a confirmation letter in Arabic stating that she is still not married. Father has to sign the letter in case the mother is married or divorced.
- Medical report is required for a +18 years old child.
- Child's passport should be valid for at least 6 months.
- Sponsor's passport & residence visa should be valid for at least 6 months.
- Medical from home country will be required for son and daughter above 18 years old from Ethiopia, Indonesia and Sri Lanka before applying for the visa.
- A dependent entry permit is valid for 60 days.
- If the dependent fails the medical exam, he / she will not be allowed to remain in the UAE.

Notes for Female Sponsor

- If the father lives in UAE and is eligible for the children' sponsorship, the mother is not allowed to sponsor the children.
- For sponsoring a child, the sponsor's marital status should be one of the following:
 - Married
 - Divorced
 - Widow
- If the female sponsor is married, attested Marriage Certificate from UAE Embassy in home country and Ministry of Foreign Affairs in UAE is required.
- For sponsoring children & parent the husband's salary certificate is required if he is a UAE resident.
- If the husband is not a UAE resident, we require an NOC from the husband for his wife to sponsor the children. The NOC should be attested by the UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
- If the female sponsor is divorced, custody of the children will be required. The custody should be duly attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE if the custody documents are issued outside UAE.
- If the female sponsor is a widow, husband's death certificate duly attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE will be required.

1. New Residence Visa for Children outside the Country

Steps

Step 1: Complete the application form to apply for Children's visa on DMCC portal.

Step 2: Upload stage 1 required documents and proceed with the payment.

Step 3: Receive a notification requesting to visit DMCC Member Success counters to submit the sponsor's original Emirates Identity Card for the typing of entry permit e-form.

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

Step 5: Receive a notification confirming the issuance of the entry permit, which will be uploaded on the main service request (SR).

Step 6: Intimate the dependent's arrival online by entering the date of arrival & updating the step online.

Step 7: Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or center (medical is not required for child less than 18 years old).

Step 8: Submit stage 2 required documents for residence visa stamping at the DMCC Member Success counter.

Step 9: Receive a notification confirming the submission of the online application to FAIC.

Step 10: Receive a notification confirming the issuance of the residence visa permit.

Step 11: Original passport with stamped residence visa will be delivered by courier to the company's physical office.

Required Documents

Stage 1 Requirements

Upload a coloured copy the following required documents:

Upload	Documents	Remarks
<input type="checkbox"/>	Child's passport copy	Passport validity: minimum 6 months
<input type="checkbox"/>	Child's passport size photo	High quality and coloured
<input type="checkbox"/>	Sponsor's coloured passport copy with visa page	Passport validity: minimum 6 months
<input type="checkbox"/>	Salary certificate (Arabic) / Share Certificate	Share certificate if the sponsor is a shareholder
<input type="checkbox"/>	Attested birth certificate copy	High quality and coloured
<input type="checkbox"/>	Signed confirmation letter from the sponsor	Generated by portal for +18 years old unmarried daughter
<input type="checkbox"/>	For +18 years old son, a copy of a continuing educational certificate	High quality and coloured
<input type="checkbox"/>	Sponsor's File Receipt	If the sponsor has already an opened File in immigration
<input type="checkbox"/>	Ejari / Title deed	Attested tenancy contract by Ejari or Title deed if the sponsor is the property owner
<input type="checkbox"/>	Electricity bill	Latest electricity bill (up to 3 months old)

Stage 1 Additional Required Documents for Female Sponsor:

Upload	Documents	Remarks
<input type="checkbox"/>	Husband's passport copy and visa page	If the sponsor marital status is married and the husband is in UAE
<input type="checkbox"/>	Husband's passport copy	If the sponsor marital status is married and the husband is outside UAE
<input type="checkbox"/>	Attested Marriage Certificate	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	No Objection Certificate (NOC) from the husband for his wife to sponsor the children (The NOC should be attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE)	If the husband is inside or outside UAE
<input type="checkbox"/>	Husband's salary certificate	If the husband is in UAE on a residence visa
<input type="checkbox"/>	Custody of the children for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE if the custody documents are issued outside UAE
<input type="checkbox"/>	Divorce certificate for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	Husband's death certificate for widows	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE

Stage 2 Requirements

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Child's passport size coloured photo	High quality & coloured
<input type="checkbox"/>		Child's passport	
<input type="checkbox"/>		Entry permit	Not required in case of newborn, born in UAE.
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital, clinic or centre. Required for a child above 18 years old
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre
<input type="checkbox"/>		Sponsor's Original Emirates ID card	
	<input type="checkbox"/>	Child's Health insurance card	

Output

- Issue a renewable residence visa valid for three years.
- Son between 18 - 21 years old is eligible for one year renewable residence visa up to age 21 only.

2. New Residence Visa for Children inside the Country with Visa Amendment

Steps

Step 1: Complete the application form to apply for Children's visa on DMCC portal.

Step 2: Upload stage 1 required documents and proceed with the payment.

Step 3: Receive notification requesting to visit DMCC Member Success counters to submit sponsor's original Emirates Identity Card for the typing of entry permit e-Form.

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

Step 5: Receive a notification confirming the issuance of the entry permit, which will be uploaded on the main service request (SR).

Step 6: Receive a notification requesting to visit DMCC Member Success counters to submit the sponsor's original Emirates Identity Card for the typing of visa amendment e-form.

Step 7: Receive a notification confirming the submission of the online application to FAIC.

Step 8: Receive a notification confirming the issuance of the amendment, the same will be uploaded on the main SR.

Step 9: Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or center (medical is not required for child less than 18 years old).

Step 10: Submit the stage 2 required documents for residence visa stamping at the DMCC Member Success counter.

Step 11: Receive a notification confirming the submission of the online application to FAIC.

Step 12: Receive a notification confirming the issuance of the residence visa permit.

Step 13: Original passport with stamped residence visa will be delivered by courier to the company's physical office.

Required Documents

Stage 1 Requirements

Upload a coloured copy the following required documents:

Upload	Documents	Remarks
<input type="checkbox"/>	Child's passport copy	Passport validity: minimum 6 months
<input type="checkbox"/>	Child's passport size photo	High quality and coloured
<input type="checkbox"/>	Sponsor's coloured passport copy with visa page	Passport & visa validity: minimum 6 months
<input type="checkbox"/>	Salary certificate (Arabic) / Share Certificate	Share certificate if the sponsor is a shareholder
<input type="checkbox"/>	Attested birth certificate copy	High quality and coloured
<input type="checkbox"/>	Signed confirmation letter from the sponsor	Generated by portal for +18 years old unmarried daughter
<input type="checkbox"/>	For +18 years old son, a copy of a continuing educational certificate	High quality and coloured
<input type="checkbox"/>	Sponsor's File Receipt	If the sponsor has already an opened File in immigration
<input type="checkbox"/>	Ejari / Title deed	Attested tenancy contract by Ejari or Title deed if the sponsor is the property owner
<input type="checkbox"/>	Electricity bill	Latest electricity bill (up to 3 months old)

Stage 1 Additional Required Documents for Female Sponsor:

Upload	Documents	Remarks
<input type="checkbox"/>	Husband's passport copy and visa page	If the sponsor marital status is married and the husband is in UAE
<input type="checkbox"/>	Husband's passport copy	If the sponsor marital status is married and the husband is outside UAE
<input type="checkbox"/>	Attested Marriage Certificate	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	No Objection Certificate (NOC) from the husband for his wife to sponsor the children (The NOC should be attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE)	If the husband is inside or outside UAE
<input type="checkbox"/>	Husband's salary certificate	If the husband is in UAE on a residence visa
<input type="checkbox"/>	Custody of the children for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE if the custody documents are issued outside UAE
<input type="checkbox"/>	Divorce certificate for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	Husband's death certificate for widows	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE

Stage 2 Requirements

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Child's passport size coloured photo	High quality & coloured
<input type="checkbox"/>		Child's passport	
<input type="checkbox"/>		Entry permit	Not required in case of newborn, born in UAE.
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital, clinic or centre. Required for a child above 18 years old
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre
<input type="checkbox"/>		Sponsor's original Emirates ID Card	
	<input type="checkbox"/>	Child's health insurance card	

Output

- Issue a renewable residence visa valid for three years.
- Son between 18 - 21 years old is eligible for one year renewable residence visa up to age 21 only.

3. New Residence Visa for Children inside the Country without Visa Amendment

Steps

Step 1: Complete the application form to apply for Children's visa on DMCC portal.

Step 2: Upload stage 1 required documents and proceed with the payment.

Step 3: Receive a notification requesting to visit DMCC Member Success counters to submit the sponsor's original Emirates Identity Card for the typing of entry permit e-Form.

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

Step 5: Receive a notification confirming the issuance of the entry permit, which will be uploaded on the main service request (SR).

Step 6: The Dependent must exit the country & re-enter with the new electronic entry permit.

Step 7: Apply for Emirates ID in any approved typing centre & proceed with the medical test in any government approved hospital, clinic or center (medical is not required for child less than 18 years old).

Step 8: Submit stage 2 required documents for residence visa stamping at the DMCC Member Success counter.

Step 9: Receive a notification confirming the submission of the online application to FAIC.

Step 10: Receive a notification confirming the issuance of the residence visa permit.

Step 11: Original passport with stamped residence visa will be delivered by courier to the company's physical office.

Required Documents

Stage 1 Requirements

Upload a coloured copy the following required documents:

Upload	Documents	Remarks
<input type="checkbox"/>	Child's passport copy	Passport validity: minimum 6 months
<input type="checkbox"/>	Child's passport size photo	High quality and coloured
<input type="checkbox"/>	Sponsor's coloured passport copy with visa page	Passport & visa validity: minimum 6 months
<input type="checkbox"/>	Salary certificate (Arabic) / Share Certificate	Share certificate if the sponsor is a shareholder
<input type="checkbox"/>	Attested birth certificate copy	High quality and coloured
<input type="checkbox"/>	Signed confirmation letter from the sponsor	Generated by portal for +18 years old unmarried daughter
<input type="checkbox"/>	For +18 years old son, a copy of a continuing educational certificate	High quality and coloured
<input type="checkbox"/>	Sponsor's File Receipt	If the sponsor has already an opened File in immigration
<input type="checkbox"/>	Ejari / Title deed	Attested tenancy contract by Ejari or Title deed if the sponsor is the property owner
<input type="checkbox"/>	Electricity bill	Latest electricity bill (up to 3 months old)

Stage 1 Additional Required Documents for Female Sponsor:

Upload	Documents	Remarks
<input type="checkbox"/>	Husband's passport copy and visa page	If the sponsor marital status is married and the husband is in UAE
<input type="checkbox"/>	Husband's passport copy	If the sponsor marital status is married and the husband is outside UAE
<input type="checkbox"/>	Attested Marriage Certificate	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	No Objection Certificate (NOC) from the husband for his wife to sponsor the children (The NOC should be attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE)	If the husband is inside or outside UAE
<input type="checkbox"/>	Husband's salary certificate	If the husband is in UAE on a residence visa
<input type="checkbox"/>	Custody of the children for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE if the custody documents are issued outside UAE
<input type="checkbox"/>	Divorce certificate for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	Husband's death certificate for widows	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE

Stage 2 Requirements

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Child's passport size coloured photo	High quality & coloured
<input type="checkbox"/>		Child's passport	
<input type="checkbox"/>		Entry permit	Not required in case of newborn, born in UAE.
<input type="checkbox"/>		Medical certificate	Issued by a government approved hospital, clinic or centre. Required for a child above 18 years old
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre
<input type="checkbox"/>		Sponsor's original Emirates ID Card	
	<input type="checkbox"/>	Health insurance card	

Output

- Issue a renewable residence visa valid for three years.
- Son between 18 - 21 years old is eligible for one year renewable residence visa up to age 21 only.

4. New Residence Visa for Newborn inside the Country

Steps

Step 1: Apply for Emirates ID in any approved typing centre.

Step 2: Complete the application form to apply for newborn's visa on DMCC portal.

Step 3: Upload stage 1 required documents and proceed with the payment.

Step 4: Receive notification requesting to visit DMCC Member Success counters to submit stage 2 required documents for residence visa stamping

Step 5: Receive a notification confirming the submission of the online application.

Step 6: Original passport with stamped residence visa will be delivered by courier to the company's physical office.

Required Documents

Stage 1 Requirements

Upload a coloured copy the following required documents:

Upload	Documents	Remarks
<input type="checkbox"/>	Child's passport copy	Passport validity: minimum 6 months
<input type="checkbox"/>	Child's passport size photo	High quality and coloured
<input type="checkbox"/>	Sponsor's coloured passport copy with visa page	Passport & visa validity: minimum 6 months
<input type="checkbox"/>	Salary certificate (Arabic) / Share Certificate	Share certificate if the sponsor is a shareholder
<input type="checkbox"/>	Attested birth certificate copy	High quality and coloured
<input type="checkbox"/>	Signed confirmation letter from the sponsor	Generated by portal for +18 years old unmarried daughter
<input type="checkbox"/>	For +18 years old son, a copy of a continuing educational certificate	High quality and coloured
<input type="checkbox"/>	Sponsor's File Receipt	If the sponsor has already an opened File in immigration
<input type="checkbox"/>	Ejari / Title deed	Attested tenancy contract by Ejari or Title deed if the sponsor is the property owner
<input type="checkbox"/>	Electricity bill	Latest electricity bill (up to 3 months old)

Stage 1 Additional Required Documents for Female Sponsor:

Upload	Documents	Remarks
<input type="checkbox"/>	Husband's passport copy and visa page	If the sponsor marital status is married and the husband is in UAE
<input type="checkbox"/>	Husband's passport copy	If the sponsor marital status is married and the husband is outside UAE
<input type="checkbox"/>	Attested Marriage Certificate	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	No Objection Certificate (NOC) from the husband for his wife to sponsor the children (The NOC should be attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE)	If the husband is inside or outside UAE
<input type="checkbox"/>	Husband's salary certificate	If the husband is in UAE on a residence visa
<input type="checkbox"/>	Custody of the children for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE if the custody documents are issued outside UAE
<input type="checkbox"/>	Divorce certificate for the divorced female sponsor	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE
<input type="checkbox"/>	Husband's death certificate for widows	Attested by UAE Embassy in home country and Ministry of Foreign Affairs in UAE

Stage 2 Requirements

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Newborn's passport size coloured photo	High quality & coloured
<input type="checkbox"/>		Newborn's passport	
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre
<input type="checkbox"/>		Sponsor's original Emirates ID card	
	<input type="checkbox"/>	Health insurance card	

Output

- Issue a renewable residence visa valid for three years.

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.