

Application Guideline

Dependents Visa Services - Request for Housemaid 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 wife, children, parent(s), parents-in-law, housemaid(s) and driver through DMCC, which will be subject to Dubai's General Directorate of Residency and Foreigners Affairs (GDRFA) 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 / she remains inside UAE and change 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)'.

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.
- Shareholders not holding DMCC residence visa and holding Dubai residence visa can apply for the dependents visa.
- A minimum salary of AED 5,000 with accommodation is required.
- Sponsor's original Emirates ID is required.

- Sponsor's IBAN number is required.
- Health insurance is mandatory.
- Coloured copy of the attested Marriage Certificate (Attestation must be from UAE the Embassy in home country and the Ministry of Foreign Affairs in UAE).
- Sponsor's passport & residence visa should be valid for at least 6 months.
- The sponsor's family must be living in UAE.
- If the sponsor holds designations such as follow-up clerk, archives clerk, insurance clerk, sales, sales representative, sales executive, admin, admin assistant etc., then, three months bank statement is required.
- A financial security deposit of AED 2,060 is required (will be deducted from the portal).
- If the sponsor and housemaid are of the same nationality, then a consulate letter is required to confirm that the housemaid and the sponsor are not related.
- For shareholders, share value should not be less than AED 70,000.
- Housemaid's passport should be valid for at least 6 months.
- Medical from home country is required for housemaid 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 test, he / she will not be allowed to remain in UAE.

1. New Residence Visa for Housemaid outside the Country

Steps

Step 1: Complete the application form to apply for 'Employee Services - Visa Services - Dependent Residence Permits (visa) - Apply for new', selecting dependent type as 'Housemaid' on the DMCC portal.

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

Step 3: Receive a notification to mention the dependent's salary details and update the sub service request step.

Step 4: Print, sign and upload the system generated salary confirmation letter under 'Notes & Attachments'.

Step 5: Receive a notification confirming to visit DMCC typing counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit form.

Step 6: Receive a notification confirming the submission of the online application to GDRFA.

Step 7: Receive a notification confirming the issuance of the entry permit.

Step 8: Electronic entry permit and employment contract document generated by GDRFA will be uploaded on the main service request.

Step 9: Intimate the dependent's arrival on the portal application.

Step 10: Apply for Emirates ID in any approved typing centre & proceed with the medical test in the government approved hospital, clinic or centre.

Step 11: Submit the stage 2 required documents for residence visa stamping at DMCC typing counters.

Step 12: Receive a notification confirming the submission of the online application to GDRFA.

Step 13: Receive a notification confirming the issuance of the residence visa permit.

Step 14: Original passport with stamped residence visa will be delivered by courier to the company.

Requirements

Stage 1 Requirements

Upload the following documents on the member portal in JPEG format in size: 1024 KB | Height: 1167 | Width: 850 to issue the entry permit. To adjust your document size, you may use the following online tool <https://ezgif.com/resize> and proceed with the payment.

Documents	Remarks
Housemaid's coloured passport copy	Passport should be valid for at least 6 months.
Housemaid's passport size photo	Upload on the member portal in JPEG format in 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 coloured passport copy with visa page	Passport & visa should be valid for at least 6 months.
Salary certificate (Arabic) / Share Certificate	Share certificate is required if the sponsor is a shareholder.
Attested coloured marriage certificate	Attestation from UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
Sponsor's spouse passport copy with visa page	
Consulate's letter	If the sponsor and housemaid are of the same nationality.
Sponsor file receipt	If the sponsor has already an opened file in GDRFA.
Ejari / Title Deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill.

Stage 2 Requirements

Submit the below documents at DMCC typing counters for residence visa stamping.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Housemaid's two passport size photos	High quality & coloured.
<input type="checkbox"/>		Housemaid's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by government approved hospital or clinics or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Employment contract	Signed by both parties (sponsor & housemaid).
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health insurance card	

Output

- Issue a renewable residence visa valid for one year.

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

Steps

Step 1: Complete the application form to apply for 'Employee Services - Visa Services - Dependent Residence Permits (visa) - Apply for New', selecting dependent type as 'Housemaid' on the DMCC portal.

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

Step 3: Receive a notification to mention the dependent's salary details and update the sub service request step.

Step 4: Print, sign and upload the system generated salary confirmation letter under 'Notes & Attachments'.

Step 5: Receive a notification confirming to visit DMCC typing counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit form.

Step 6: Receive a notification confirming the submission of the online application to GDRFA.

Step 7: Receive a notification confirming the issuance of entry permit.

Step 8: Electronic entry permit and employment contract generated by GDRFA will be uploaded on the main service request.

Step 9: Receive a notification confirming to visit the DMCC typing counters to submit the sponsor's original Emirates ID for visa amendment.

Step 10: Receive a notification confirming the submission of the online application to GDRFA.

Step 11: Receive a notification confirming the issuance of amendment, same will be uploaded on the main service request.

Step 12: Apply for Emirates ID in any approved typing centre & proceed with the medical test in the government approved hospital, clinic or centre.

Step 13: Submit the stage 2 required documents for residence visa stamping at DMCC typing counters.

Step 14: Receive a notification confirming the submission of the online application to GDRFA.

Step 15: Receive a notification confirming the issuance of the residence visa permit.

Step 16: Original passport with stamped residence visa will be delivered by courier to the company's registered office within 24 hours.

Requirements

Stage 1 Requirements

Upload the following documents on the member portal in JPEG format in size: 1024 KB | Height: 1167 | Width: 850 to issue the entry permit. To adjust your document size, you may use the following online tool <https://ezgif.com/resize> and proceed with the payment.

Documents	Remarks
Housemaid's coloured passport copy	Passport should be valid for at least 6 months.
Housemaid's passport size photo	Upload on the member portal in JPEG format in 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 coloured passport copy with visa page	Passport & visa should be valid for at least 6 months.
Salary certificate (Arabic) / Share Certificate	Share certificate is required if the sponsor is a shareholder.
Attested coloured marriage certificate	Attestation from UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
Sponsor's spouse passport copy with visa page	
Consulate's letter	If the sponsor and housemaid are of the same nationality.
Sponsor file receipt	If the sponsor has already an opened file in GDRFA.
Ejari / Title Deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill.

Stage 2 Requirements

Submit the below documents at DMCC typing counters for residence visa stamping.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Housemaid's two passport size photos	High quality & coloured.
<input type="checkbox"/>		Housemaid's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by government approved hospital or clinics or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Employment contract	Signed by both parties (sponsor & housemaid).
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health insurance card	

Output

- Issue a renewable residence visa valid for one year.

3. New residence visa for Housemaid inside the Country without Visa Amendment

Steps

Step 1: Complete the application form to apply for 'Employee Services - Visa Services - Dependent Residence Permits (visa) - Apply for New', selecting dependent type as 'Housemaid' on the DMCC portal.

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

Step 3: Receive a notification to mention the dependent's salary details and update the sub service request step.

Step 4: Print, sign and upload the system generated salary confirmation letter under 'Notes & Attachments'.

Step 5: Receive a notification confirming to visit the DMCC typing counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit form.

Step 6: Receive a notification confirming the submission of the online application to GDRFA.

Step 7: Receive a notification confirming the issuance of the electronic entry permit.

Step 8: Electronic entry permit and employment contract generated by GDRFA will be uploaded on the main service request.

Step 9: The dependent should exit the country & re-enter on new dependent's electronic entry permit.

Step 10: Apply for Emirates ID in any approved typing centre & proceed with the medical test in the government approved hospital, clinic or centre.

Step 11: Submit the stage 2 required documents for residence visa stamping at DMCC typing counters.

Step 12: Receive a notification confirming the submission of the online application to GDRFA.

Step 13: Receive a notification confirming the issuance of the residence visa permit.

Step 14: Original passport with stamped residence visa will be delivered by courier to the company.

Requirements

Stage 1 Requirements

Upload the following documents on the member portal in JPEG format in size: 1024 KB | Height: 1167 | Width: 850 to issue the entry permit. To adjust your document size, you may use the following online tool <https://ezgif.com/resize> and proceed with the payment.

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Attested coloured marriage certificate	Attestation from UAE Embassy in home country and Ministry of Foreign Affairs in UAE.
Sponsor's spouse passport copy with visa page	
Consulate's letter	If the sponsor and housemaid are of the same nationality.
Sponsor file receipt	If the sponsor has already an opened file in GDRFA.
Ejari / Title Deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill.

Stage 2 Requirements

Submit the below documents at DMCC typing counters for residence visa stamping.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Housemaid's two passport size photos	High quality & coloured.
<input type="checkbox"/>		Housemaid's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by government approved hospital or clinics or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Employment contract	Signed by both parties (sponsor & housemaid).
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health insurance card	

Output

- Issue a renewable residence visa valid for one year.

Further Information

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