

APPLICATION GUIDELINE

DEPENDENT RESIDENCE VISA SERVICES – REQUEST FOR PARENTS / PARENTS IN LAW 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 wife, 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 / 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 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.
- A minimum salary of AED 20,000 with accommodation is required.
- If the salary of the sponsor is less than the minimum requirement, the sponsor can approach the Humanitarian Desk at FAIC.
- Sponsor's original Emirates ID is required.
- Sponsor's IBAN number is required.
- Health insurance is mandatory.
- Coloured copy of the attested proof of relationship mentioning the sponsor is the sole provider for them (Attestation by sponsor's embassy / consulate).

- Both mother and father to be sponsored together. If the parents are divorced or one is deceased, a documentary proof will be required.
- Parent's passport should be valid for at least 6 months.
- Sponsor's passport & residence visa should be valid for at least 6 months.
- A financial Security Deposit of AED 5,060 is required per parent (will be deducted from the portal). If the dependent fails the medical test, he/she will not be allowed to remain in the UAE.
- All uploaded documents must be in high quality and coloured with specific measurements as size: 1024 | Height: 1167 | Width: 850 | Dpi: 100.

1. New Residence Visa for Parent(s), Parents in Law 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 'Parent/parents-in-law' on the DMCC portal.

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

Step 3: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit 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.

Step 6: Electronic entry permit generated by FAIC will be uploaded on the main service request.

Step 7: Intimate the dependent's arrival on the portal application.

Step 8: Apply for Emirates ID in any approved typing centre & proceed with the medical test in the government approved hospital, clinic or centre.

Step 9: Submit the stage 2 required documents for residence visa stamping at the DMCC Member Success counters.

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

Step 11: Receive a notification confirming the issuance of the residence visa permit.

Step 12: 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
Parent / Parents-in-law's coloured passport copy	Passport should be valid for at least 6 months.
Parent / Parents-in-law'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 copy	Share certificate is required if the sponsor is a shareholder.
Coloured copy of the attested proof of relationship mentioning the sponsor is the sole provider for parents	Attested by the sponsor's embassy / consulate.
Attested divorce certificate copy in case of divorced parents	
Attested death certificate copy in case the parent's marital status is "Widowed"	
A letter from sponsor side appealing parent's visa on humanitarian grounds	To be obtained from FAIC prior to starting the application, in case the sponsor does not satisfy the requirements.
Sponsor's file receipt	If the sponsor has already an opened file in FAIC.
Ejari / Title deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill (up to 3 months old).

Stage 2 Requirements

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

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photo for the parent / parents-in-law	High quality & coloured.
<input type="checkbox"/>		Parent / parents-in-law's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by a government approved Hospital, clinic or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health Insurance Card	

Output

- Issuance of renewable residence visa valid for one year.

2. New Residence Visa for Parent(s), Parents in Law 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 'Parent/parents-in-law' on the DMCC portal.

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

Step 3: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit 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.

Step 6: Electronic entry permit document generated by FAIC will be uploaded on the main service request.

Step 7: Receive a notification confirming to visit the DMCC Member Success counters to submit sponsor's original Emirates ID card for visa amendment.

Step 8: Receive a notification confirming the submission of the online application to FAIC.

Step 9: Receive a notification confirming the issuance of amendment, same will be uploaded on the main service request.

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 Member Success counters.

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

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's registered office within 24 hours.

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
Parent / Parents-in-law's coloured passport copy	Passport should be valid for at least 6 months.
Parent / Parents-in-law'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 copy	Share certificate is required if the sponsor is a shareholder.
Coloured copy of the attested proof of relationship mentioning the sponsor is the sole provider for parents	Attestation by sponsor's embassy / consulate.
Attested divorce certificate copy in case of divorced parents	
Attested death certificate copy in case the parent's marital status is "Widowed"	
A letter from the sponsor side appealing parent's visa on humanitarian grounds	To be obtained from FAIC prior to starting the application, in case the sponsor does not satisfy the requirements.
Sponsor's file receipt	If the sponsor has already an opened file in FAIC.
Ejari / Title deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill (up to 3 months old).

Stage 2 Requirements

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

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photo for the parent / parents-in-law	High quality & coloured.
<input type="checkbox"/>		Parent / parents-in-law's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by a government approved Hospital, clinic or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health Insurance Card	

Output

- Issuance a renewable residence visa valid for one year.

3. New Residence Visa for Parent(s), Parents in Law 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 'Parent/parents-in-law' on the DMCC portal.

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

Step 3: Receive a notification confirming to visit DMCC Member Success counters to submit the sponsor's original Emirates ID card for the typing of the electronic entry permit 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 electronic entry permit.

Step 6: Electronic entry permit and employment contract document generated by FAIC will be uploaded on the main service request.

Step 7: The dependent should exit the country & re-enter on the new dependent's electronic entry permit.

Step 8: Apply for Emirates ID in any approved typing centre & proceed with the medical test in the government approved hospital, clinic or centre.

Step 9: Submit the stage 2 required documents for residence visa stamping at DMCC Member Success counters.

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

Step 11: Receive a notification confirming the issuance of the residence visa permit.

Step 12: 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 divorce certificate copy in case of divorced parents	
Attested death certificate copy in case the parent's marital status "Widowed"	
A letter from the sponsor appealing parent's visa on humanitarian grounds	To be obtained from FAIC prior to starting the application, in case the sponsor does not satisfy the requirements.
Sponsor's file receipt	If the sponsor has already an opened file in FAIC.
Ejari / Title deed	Attested tenancy contract by Ejari or Title Deed if the sponsor is the property owner.
Electricity bill	Latest electricity bill (up to 3 months old).

Stage 2 Requirements

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

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Two passport size photo for the parent / parents-in-law	High quality & coloured.
<input type="checkbox"/>		Parent / parents-in-law's passport	
<input type="checkbox"/>		Entry permit	
<input type="checkbox"/>		Medical certificate	Issued by a government approved Hospital, clinic or centre.
	<input type="checkbox"/>	Emirates ID application form	To be obtained from any approved typing centre.
<input type="checkbox"/>		Sponsor's original Emirates ID	
	<input type="checkbox"/>	Health Insurance Card	

Output

- Issuance of renewable residence visa valid for one year.

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**.