

APPLICATION GUIDELINE

STAMP AN EXISTING RESIDENCE VISA IN A NEW PASSPORT

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Introduction

A DMCC company employee can apply to stamp his / her employment residence visa on his/ her new passport. This service can be availed in two different scenarios:

- a) Employee Residence Permit (Visa) to be stamped on a new or replaced passport:
 - With the same nationality,
 - With a different nationality.
- b) Employee Residence Permit (Visa) to be stamped on a new passport where in original is lost.

Service to Select on Portal

Employment Services – Employee Residence Permit – Stamp Existing in New or Replacement Passport.

Important Notes

1. In case the sponsor name in the residence visa is DMCC (Dubai Multi Commodities Centre), extra fees will be charged for changing the sponsor to reflect the DMCC company name as the sponsor, which is a requirement by Federal Authority for Identity and Citizenship (FAIC).
2. The company Establishment Card and license must be valid in order to apply for this service request.
3. The applicant must submit the old passport (with the stamped residence visa) along with the new passport at the DMCC Client Service Centre counters.
4. In case the passport is lost outside UAE, an attested police report is required along with the entry pass provided from the UAE embassy.

Employee Residence Permit on a New or Replaced Passport

Steps

Step 1: Complete the service request for 'Employment Services – Employee Residence Permit – Stamp Existing is New or Replacement Passport.'

Step 2: Upload the [stage 1 required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming that the service request is submitted and request to proceed with the [original documents submission](#) at the DMCC counters.

Step 4: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the stamping of the residence visa in the new passport.

Step 6: For companies on flexi desks, the company's authorised representative must collect the original passport with the stamped residence visa and the Employment Card at the DMCC counter. For companies on physical offices, the courier will deliver the original passport with the stamped residence visa and employment card to the company's office.

Requirements

Stage 1 Requirements

To be uploaded on the Member portal.

Documents	Remarks
Applicant's new passport copy	
Applicant's old passport copy	
Recent passport size photo	A coloured photo in JPEG format
Residence Visa	Residence Visa must be valid for at Least 1 month.

Stage 2 Requirements

Original documents to be submitted at the DMCC Client Service Centre counters.

Documents	Remarks
Applicant's new passport	Original to be submitted at the counter
Applicant's old passport	Original to be submitted at the counter
Recent passport size photos	Two coloured photos in JPEG format

Output

- The employment residence visa is stamped in the new passport.

Employee Residence Permit on a New Passport (Original is Lost)

Steps

Step 1: Complete the service request for 'Employment Services – Employee Residence Permit – Stamp Existing is New or Replacement Passport.'

Step 2: Upload the [stage 1 required documents](#) and proceed with the payment.

Step 3: Receive a notification confirming that the service request is submitted and request to proceed with the [original documents submission](#) at the DMCC counters.

Step 4: Receive a notification confirming the submission of documents to Federal Authority for Identity and Citizenship (FAIC).

Step 5: Receive a notification confirming the stamping of the residence visa in the new passport.

Step 6: For companies on flexi desks, the company's authorised representative must collect the original passport with the stamped residence visa and the Employment Card at the DMCC counter. For companies on physical offices, the courier will deliver the original passport with the stamped residence visa and employment card to the company's office.

Requirements

Stage 1 Requirements

To be uploaded on the Member portal.

Documents	Remarks
Applicant's new passport copy	
Applicant's old passport copy	
Recent passport size photo	A coloured photo in JPEG format
Residence Visa	Residence Visa must be valid for at Least 1 month.

Stage 2 Requirements

Original documents to be submitted at the DMCC Client Service Centre counters.

Documents	Remarks
Applicant's new passport	Original to be submitted at the counter
Recent passport size photos	Two coloured photos in JPEG format
Police Report for lost passport	To be attested from the UAE embassy in Case the passport is lost outside UAE
Entry Pass provided by the UAE Embassy	In case the passport is lost outside UAE

Output

- The employment residence visa is stamped in the new passport.
- A new Company Employment Card (CEC).

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**.