



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES

Apply for Multiple Entry Visit Visa (VV)

User's Manual

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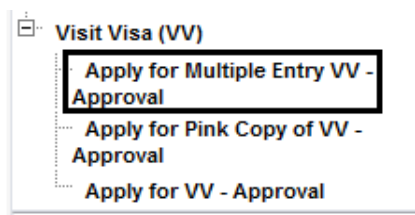
Version	Location

Apply for Multiple Entry Visit Visa (VV)

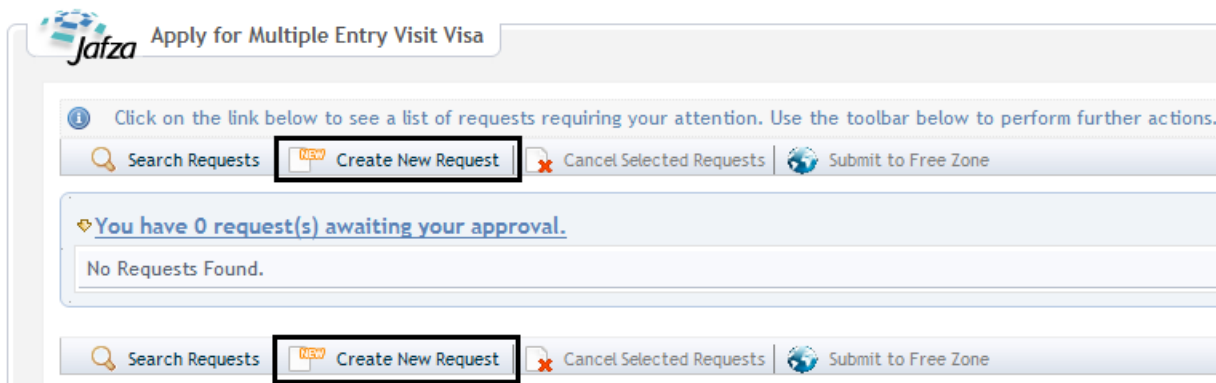
This service is to request to convert a Short or Long Term Visit Visa into a Multiple Entry Visit Visa. The request is only possible once the person has already entered UAE using the Visit Visa issued by JAFZA.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Visit Visa (VV)** from the menu on the left
3. Click on **Apply for Multiple Entry VV – Approval**



4. Then Click on **Create New Request**



Procedure:

1. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

2. Enter the Visit Visa Number and skip to step 5


Visit Visa Number * 

OR

3. Search and Select the Visit Visa Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Apply for Multiple Entry Visit Visa (VV)

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Visit Visa Number * 

4. Enter either the Visit Visa Number, First Name, Last Name, Passport Number, Visa Expiring From Date, Visa Expiring Upto Date and click Search

Search for Visa

- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
Eg. : *United* matches both *United Arab Emirates* and *United States of America*

Visit Visa Number

First Name

Last Name

Passport Number

Visas Expiring From




Visas Expiring Upto





No Visas Found.


5. Enter the Date the Person entered into UAE or Select the Date from the Calendar

UAE Entry Date * 

6. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA *

7. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

8. Click on **Pay now** to confirm charges and submit the request.

