



دبي التجارة
DUBAI TRADE

JAFZA eSERVICES Apply for Visit Visa (VV) User's Manual

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

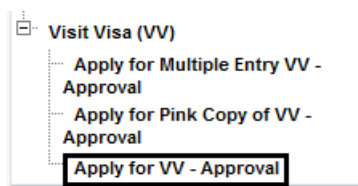
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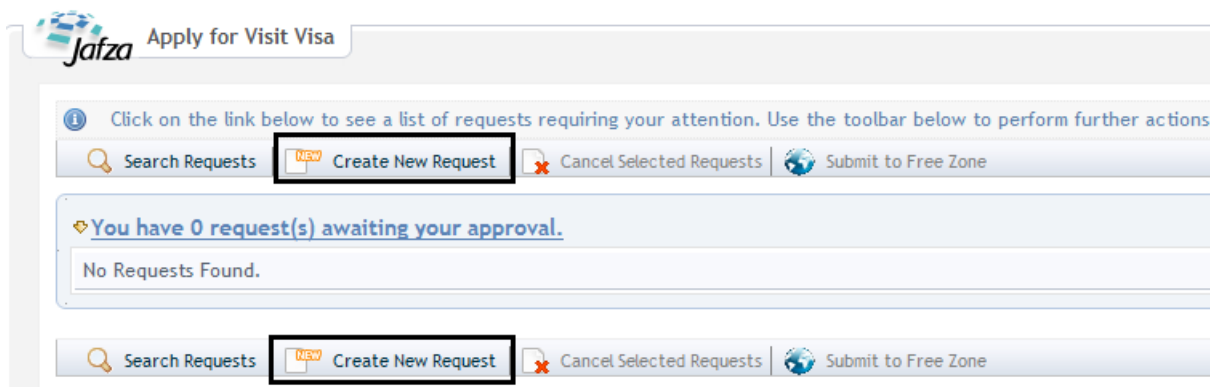
This service is to request for a new Visit Visa for a person who will be coming to UAE on business purpose related to the company.

Navigation:

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



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



Procedure:

1. Entry Permit Urgency will be set as Normal by default (***No Urgent option Available for this request***)

Urgency (For a charged service, extra charges might apply if Urgent is selected) Normal

2. Select Courier Delivery/Collection Required?

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

3. Select the Visit Visa Type from the Dropdown menu



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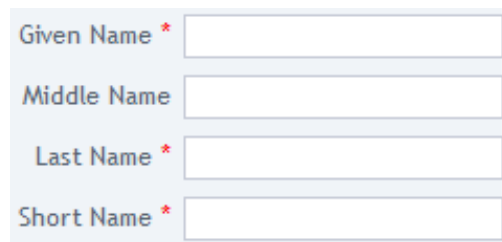
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4. Select Title from the Dropdown menu.



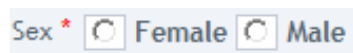
The screenshot shows a form field labeled "Title *" with a dropdown menu. The dropdown menu is open, displaying the following options: "Select", "Miss", "Mr.", "Mrs.", and "Ms.". The "Select" option is currently highlighted in blue.

5. Enter Given Name, Middle Name (Optional), Last Name and Short Name



The screenshot shows four input fields for names: "Given Name *", "Middle Name", "Last Name *", and "Short Name *". Each field is represented by a text box with a light blue border.

6. Select the Gender



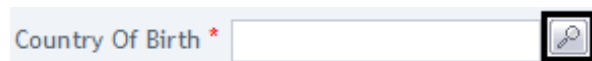
The screenshot shows a form field labeled "Sex *" with two radio button options: "Female" and "Male". Both radio buttons are currently unselected.

7. Enter the Place of Birth



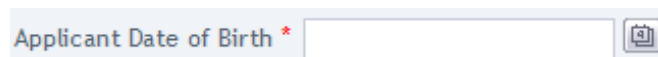
The screenshot shows a form field labeled "Place Of Birth *" with a text box for entering the place of birth.

8. Enter the Country of Birth or Select the Country of Birth by clicking on the magnifying glass icon instead of typing in the field



The screenshot shows a form field labeled "Country Of Birth *" with a text box and a magnifying glass icon to its right, indicating a search function.

9. Enter Date of Birth in the correct format or select by clicking the calendar icon and choosing the appropriate date.




The screenshot shows a form field labeled "Applicant Date of Birth *" with a text box and a calendar icon to its right, indicating a date selection function.

10. Enter Father's and Mother's Name



The screenshot shows two input fields for names: "Father's Name *" and "Mother's Name *". Each field is represented by a text box with a light blue border.

11. Enter Husband's Name if Applicable (***Mandatory if Female and Married***)




The screenshot shows a form field labeled "Husband's Name" with a text box for entering the husband's name.

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12. Enter the Present Nationality or Select the Present Nationality by clicking on the magnifying glass icon instead of typing in the field

Present Nationality * 

Search and Select the Nationality in the pop-up window that appears.

Search for Present Nationality

- 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

Present Nationality

 Search

No records found matching your search criteria.

13. Enter the Previous Nationality or Select the Previous Nationality by clicking on the magnifying glass icon instead of typing in the field (**Only require if different from Present Nationality**)


Previous Nationality (Required only if different from Present Nationality) 

Search and Select the Nationality in the pop-up window that appears.

Search for Previous Nationality (Required only if different from Present Nationality)

- 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

Previous Nationality (Required only if different from Present Nationality)

 Search

No records found matching your search criteria.


14. Select Religion from the dropdown menu.

Religion *

15. Select Marital Status from the dropdown menu.

Marital Status

16. Enter the Qualifications or Select the Qualifications by clicking on the magnifying glass icon instead of typing in the field (**Attested Copies of Certificates might be required**)

Qualifications (Copy of Certificates Required) * 

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17. Select the Languages Spoken from the dropdown menu

Languages Spoken (1) *

Languages Spoken (2)

Languages Spoken (3)

18. Select Job Title by clicking on the magnifying glass

Job Title * 

19. Search and Select the appropriate title from the pop-up window that appears.

Search for Job Title

- 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

Job Title



No records found matching your search criteria.


20. Enter Passport Number

Passport Number *

21. Enter the employee passport's Place of Issue

Place of Issue *

22. Enter the Passport's Country of Issue by clicking on the magnifying glass icon next to the field.

Country of Issue * 

23. Search and select the correct country from the pop-up window that appears.

Search for Country of Issue

- 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

Country of Issue





No records found matching your search criteria.

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24. Enter the Passport Date of Issue and Date of Expiry in the correct format or select by clicking the calendar icon and choosing the appropriate date


Passport Date of Issue (DD-MON-YYYY) *	<input type="text"/>	
Passport Date of Expiry (DD-MON-YYYY) *	<input type="text"/>	

25. Enter the employee's Permanent Native Address

26. Enter the employee's Post box Number or Postal Code (***whichever is applicable***).

27. Enter the employee's Permanent Native City

28. Enter the Permanent Native Country by clicking on the magnifying icon next to the field.

Permanent(Native) Address 1 *	<input type="text"/>
Permanent(Native) Address 2	<input type="text"/>
Permanent(Native) POBox/Postal/Zip Code	<input type="text"/>
Permanent(Native) City *	<input type="text"/>
Permanent(Native) Country *	<input type="text"/> 

Search and Select the Permanent Native Country from the pop-up window that appears.

Search for Permanent(Native) Country

- 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

Permanent(Native) Country

 **Search**

No records found matching your search criteria.

29. Enter Mobile Number of PRO or Employee

PRO/Employee Mobile Number	<input type="text"/>
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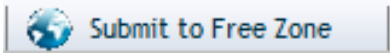
30. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA *	<input type="text"/>
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31. Click on  to save the request for future action.

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

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

