

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

# DOMESTIC WORKER SYSTEM

## ISSUE NEW WORK PERMIT

November 2021

# First Step

The screenshot shows the homepage of the Ministry of Human Resources & Emiratization (MOHRE) website. The navigation bar includes links for ABOUT US, LAWS & REGULATIONS, SERVICES, MEDIA CENTER, DIGITAL PARTICIPATION, OPEN DATA, and CONTACT US. The 'SERVICES' menu is expanded, showing a list of services including Service Directory, Partners Services, Job Descriptions, Technical support for clients, Merchant Portal, Labour Accommodation System, Job Offers and Contract services, Virtual Labour Market, Domestic Worker System, and Enquiry Services. The 'Service Directory' option is highlighted with a red dashed box. Below the menu, the 'SERVICE DIRECTORY' section is visible, featuring a search bar and a list of services. A red dashed line connects the 'Service Directory' menu item to a text box on the right.

At mohre.gov.ae Choose a services directory from Service List

## Second Step

The screenshot displays the 'SERVICE DIRECTORY' page on the mohre.gov.ae website. The page features a search bar at the top and a list of services. A red dashed box highlights the 'View Details' link for the service 'Registration of workers' complaints'. A red arrow points from this link to a callout box on the right.

**Choose the name of the service from the list or search for it in the field (Search for services)**

**You can view the service card by clicking on (Service Details)  
Or you can login to the system by clicking on (Service Request)**

## Third Step

You will be taken to the domestic worker system page

The screenshot displays the official website of the United Arab Emirates Ministry of Human Resources & Emiratization. A modal window is open, titled "Login", which is highlighted by a red dashed border. Inside this modal, there are input fields for "Username" and "Password", a "Remember Me" checkbox, and a "Login" button. To the right of the input fields is a "Biometric Login" option with a fingerprint icon. A red dashed line connects the "Biometric Login" text to a separate red-bordered box on the right that contains the instruction "Enter the username and password". Below the login modal, there is a "Forgot Password" link. The background of the website shows a navigation menu with links like "ABOUT US", "LAWS & REGULATIONS", "SERVICES", "MEDIA CENTER", "DIGITAL PARTICIPATION", "OPEN DATA", and "CONTACT US". There is also an "Announcements" section on the right side of the page.

UNITED ARAB EMIRATES  
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Announcements  
08/11/2021

Now Open

Enter the username and password

Forgot Password

Renewal of permit and work contract / work permit

Request a quota of work permits for establishments

Online Chat

## Fourth Step

You will be moved to the domestic worker page, the employer's control panel

The screenshot displays the MOHRE e-services portal at <https://eservices.mohre.gov.ae/>. The page is titled 'New Entry Permit' with the subtitle 'Issue New Entry Permit for Domestic Worker'. A progress indicator shows 0% completion. The form is divided into two main sections: 'Entry' and 'Guidance'. The 'Entry' section is highlighted with a red dashed box and contains the following fields:

- Select Department:** A dropdown menu with 'Sharjah' selected.
- Select Sponsor Type:** A dropdown menu with 'UAE NATIONAL SPONSOR' selected.
- Unified No \***: A text input field.
- Worker Status:** Three radio button options: 'Worker outside country', 'Worker Inside Country with Visit Visa' (selected), and 'Worker Inside Country with Residency'.
- Next >**: A button to proceed to the next step.

The 'Guidance' section is currently empty. A red dashed line connects the 'Entry' section to a callout box on the right that says 'Enter the domestic worker's data'.

Enter the domestic worker's data

# Fifth Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

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Sign in | Register | Site Tour | Settings

ABOUT US LAWS & REGULATIONS SERVICES MEDIA CENTER DIGITAL PARTICIPATION OPEN DATA CONTACT US

## New Entry Permit

New Entry Permit

10%

### Personal Information

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2  
3  
4  
5  
6  
7  
8  
9

First Name (English) \* Middle Name (English) Last Name (English) \*

Full Name (English) \*

AMINAT KASSA YIMER

First Name (Arabic) \* Middle Name (Arabic) Last Name (Arabic) \*

Full Name (Arabic) \*

Worker Nationality \* Previous Nationality \*

ETHIOPIA

Gender \* Date Of Birth \*

FEMALE 25/10/1987

Place Of Birth (English) \* Place Of Birth (Arabic) \*

COUNTRY OF BIRTH

LEGAMBO

Country Of Birth (English) \* Marital Status \*

ETHIOPIA SINGLE

Fill in the domestic worker information

### Guidance

#### New Entry Permit

- 1 Personal Details
- 2 Passport Detail
- 3 Delivery Address

Online Chat

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https://eservices.mohre.gov.ae/

🔍 📁 ↺ Ministry of Human Resource... ✕

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العربي | Sign In | Register | Site Tour | Settings

ABOUT USLAWS & REGULATIONS**SERVICES**MEDIA CENTERDIGITAL PARTICIPATIONOPEN DATACONTACT US🔍

New Entry Permit

New Entry Permit

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Address Outside UAE

Permanent Country \*

Egypt

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Permanent Mobile Number \*

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Abroad Address \*

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Emirates \*

DUBAI 🔍

< Previous

Next >

More Employee Letter

50%

Emirates \*

Guidance

New Entry Permit

1 Personal Details

2 Passport Detail

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💬 Online Chat

# Seventh Step

The screenshot displays the 'New Entry Permit' page on the Ministry of Human Resources & Emiratisation website. The page features a navigation bar with links to 'ABOUT US', 'LAWS & REGULATIONS', 'SERVICES', 'MEDIA CENTER', 'DIGITAL PARTICIPATION', 'OPEN DATA', and 'CONTACT US'. A progress indicator on the left shows 8 steps, with step 5, 'Recruitment Contract Details', currently active. The form includes fields for 'Hire Type' (DIRECT HIRE), 'Signature Type' (ELECTRONIC SIGNATURE), 'Personal Type', and 'Direct Hire Worker Type' (GET WORKER BY PERSONAL). A red dashed box highlights the 'Recruitment Contract Details' section. A red callout box points to the 'Direct Hire Worker Type' field with the text: 'The details of the direct recruitment of the domestic worker are entered'. The page also includes a '70%' progress indicator, a 'Guidance' section, and a 'New Entry Permit' section with links to 'Personal Details' and 'Passport Detail'. A 'View Terms & Condition' button and 'Previous/Next' navigation buttons are also present.

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

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العربي Sign in 1 Register Site Tour Settings

ABOUT US LAWS & REGULATIONS SERVICES MEDIA CENTER DIGITAL PARTICIPATION OPEN DATA CONTACT US

### New Entry Permit

New Entry Permit

70%

1 Recruitment Contract Details

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Hire Type \*  
DIRECT HIRE

Signature Type \*  
ELECTRONIC SIGNATURE

Personal Type \*

Direct Hire Worker Type \*  
GET WORKER BY PERSONAL

View Terms & Condition

< Previous Next >

Emirates \*

Guidance

New Entry Permit

1 Personal Details

2 Passport Detail

Online Chat

The details of the direct recruitment of the domestic worker are entered



## Eighth Step

Browser address bar: <https://eservices.mohre.gov.ae/> Ministry of Human Resource...

UNITED ARAB EMIRATES  
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& EMIRATISATION

Sign in | Register | Site Tour | Settings

ABOUT US | LAWS & REGULATIONS | **SERVICES** | MEDIA CENTER | DIGITAL PARTICIPATION | OPEN DATA | CONTACT US

Kindly confirm that contract will be sent to the mobile number  
**052XXXX762**

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الإمارات العربية المتحدة  
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والتوظيف

Declaration and Undertaking to direct recruitment for domestic worker

I, the undersigned, undertake to recruit a domestic worker in a direct relationship under the procedures followed by the Ministry of Human Resources and Emiratization according to the data and terms stipulated, and I bear all the responsibilities before the Ministry in the event that I conclude an external contract violating the contract forms approved by the Ministry.

Declaration and Undertaking No.  Declaration Date **01/09/2021**

Employer	Name	<input type="text"/>	
	Nationality	<b>UNITED ARAB EMIRATES</b>	EICA No. <input type="text"/>
Domestic Worker	Name (English)	<input type="text"/>	
	Nationality	<b>ETHIOPIA</b>	Profession <b>HOUSEMAID</b>
Get Worker data through	Get Worker by Personally	<b>Work on my sponsorship before</b>	
	Get Worker by Mediator	<b>No</b>	
	Mediator Address	<input type="text"/>	

Executing the Declaration and Undertaking

Online Chat

Sending the contract link to the employer's phone and agreeing to the terms of the contract for direct recruitment by the employer

Send a copy of the contract to the employer for review and signature

# Ninth Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

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Sign in | Register | Site Tour | Settings

ABOUT US LAWS & REGULATIONS SERVICES MEDIA CENTER DIGITAL PARTICIPATION OPEN DATA CONTACT US

## New Entry Permit

New Entry Permit

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### Attachments

Sr.No	Description	Min Pages	Max Pages	Mandatory	Status	Scan
> 1	Colorful Photo	1	1	*	✓	📄
> 2	Copy of the worker passport with a minimum validity of six months	1	4	*	✓	📄
> 3	Copy of Sponsor Passport	1	2	*	✓	📄
> 4	Medical Examination	1	2	*	✓	📄
> 5	Other Attachments	1	1			📄
> 6	Letter of the Reason for the Need for an Additional Labour	1	1	*	✓	📄

< Previous Next >

90%

Emirates \*

Guidance

### New Entry Permit

1 Personal Details

2 Passport Detail

Online Chat

Attach the required documents  
and go to the payment page

# mohre.gov.ae



facebook/mohreuae



twitter/MOHRE\_UAE



youtube.com/user/MOLUAE



instagram/mohre\_UAE



linkedin/MOHRE