



HOW TO APPLY FOR AN EMIRATES ID

2024 GUIDE

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So, you've decided to set up your business in Dubai. Excellent choice!

Now that you've got your business license and visa sorted out, it's time to dive into the next crucial step: **obtaining your Emirates ID**.

If you're not sure what an Emirates ID is, don't worry. We'll walk you through everything you need to know, from the initial application process to renewals and even cancellation.

What Is an Emirates ID?

Simply put, this is an official identification card that is issued by the Federal Authority for Identity and Citizenship. It's mandatory for every UAE citizen and resident to have one and carry it at all times.

THIS EMIRATES ID SERVES SEVERAL PURPOSES:

- Accessing government services.
- Participating in Federal National Council elections.
- Serving as a travel document for UAE citizens within the GCC.
- Facilitating immigration clearance through e-Gates and smart gates at airports.

It's important to note that seizing someone's Emirates ID is illegal. Companies are not allowed to withhold Emirates ID cards from employees, customers, or visitors; they can only collect personal data from the cards. In case of any violation, cardholders should report the issue to the judicial authorities.

Features of Emirates ID card

The Emirates ID card is designed with various features to ensure the highest levels of accuracy and security. These include:



**SMART
CARD**



**PUBLIC KEY
INFRASTRUCTURE**



**FINGERPRINT
BIOMETRIC**

Enhanced protection of non-visible data

Through the E-link system with the ICA, data can now be securely accessed.

Extended service life and superior quality

Crafted from polycarbonate, the card's durability extends beyond 10 years.

Unified 3D photo authentication

Laser printing integrates with the holder's date of birth for enhanced security.

Advanced technical capabilities

The chip within the card offers increased capacity and touchless data reading functionality.

Added information fields and codes

Professional data, issuing authority details, and population group information are included.



01

Identification Number

Each card is assigned a unique identification number, which remains with the holder indefinitely. This number allows access to government and selected private services that require ID verification. It consists of 15 digits and is never duplicated.

02

Electronic Chip

The card contains an electronic chip that stores personal data. This data is encrypted and can only be accessed, read, written, or updated by authorized authorities to protect privacy. The chip can store up to 32,000 letters of information.

03

Other Technologies

The Emirates ID card employs state-of-the-art technologies, including accurate lettering, ultraviolet ink, and line drawing. It incorporates nine security features that surpass industry standards, making it highly resistant to falsification. These features exceed those found in many other cards, such as banking credit cards.

Why Do You Need an Emirates ID?

LIVING IN THE UAE WITHOUT AN EMIRATES ID CAN POSE SIGNIFICANT LIMITATIONS:

- You can't open a bank account.
- Domestic travel within the UAE is restricted.
- Renting a property becomes challenging.
- Voting in elections is out of the question.
- Securing a job is nearly impossible.
- Accessing government services is off-limits.

Remember, being caught without your Emirates ID could result in fines or even deportation. So, it's crucial to have it with you at all times.

What Papers Do You Need to Sign Up for Emirates ID?

To sign up for an Emirates ID, you'll need to gather the necessary documents. Whether you're a UAE citizen, a GCC national, or an expat, here's what you'll need:

UAE CITIZENS

- Original family book
- Original passport
- Personal picture (4.5 x 3.5) with a white background

GCC NATIONALS

- Valid passport
- Good Gulf card if you're 21 or older
- Good Gulf card for one parent if you're younger than 21
- Proof of residence (e.g., valid trade license, certificate of enrollment, employment certificate or agreement)
- Personal picture (4.5 x 3.5) with a white background

EXPATS

- Valid passport
- Residency permit or entry permit
- Personal picture (4.5 x 3.5) with a white background
- If you're younger than 15, provide a birth certificate, parent's passport, or Emirates ID

ENSURE THAT ALL DOCUMENTS ARE ORIGINAL AND NOT EXPIRED. IF YOU SUBMIT PHOTOCOPIES, THEY MUST BE ATTESTED BY A NOTARY PUBLIC.



Emirates ID Cost

The fee for obtaining an Emirates ID is Dh370. If you choose express service at the customer service center, an additional Dh150 will be charged. The fees may differ depending on whether you apply online, at a typing center, or at the service centers.

Generally, the card is valid for two years for UAE residents.

How Long Does the Process Take?

The Emirates ID application process typically takes **seven to ten days** from the visa stamping in your passport until the card is issued.

During this time, you can track your application online and receive updates via text. While waiting, you can register and access your e-version. It's important to remember that Emirates IDs are only issued in Dubai after your residency visa has been stamped in your passport.

For urgent cases, there's a 24-hour service called "fawri" available. Expatriate residents can use this urgent service for replacement or renewal of their Emirates ID.

How to Apply for An Emirates ID

AS A FIRST-TIME APPLICANT FOR AN EMIRATES ID, YOU WILL NEED TO FOLLOW THESE STEPS:

01

Submit an Application

Head to an accredited typing center or Amer center (in Dubai) to initiate your Emirates ID application. This typically happens along with your residence visa application. Provide your passport and entry permit details during this step.

02

Pay Fees

Depending on your visa duration, fees vary. For a one-year visa, the Emirates ID costs approximately Dh170; for a two-year visa, it's around Dh270; and for a 10-year Golden Visa, it's approximately Dh1,070.

03

Visit an ICP Center

You may need to visit an ICP service center to provide biometric details, but this step is usually only required for first-time applicants.

04

Collect Your Emirates ID

Once your application is processed, you'll receive an SMS indicating the post office where you can collect your Emirates ID.

How to Apply for an Emirates ID Online?

LUCKILY, THE PROCESS CAN BE DONE ONLINE THROUGH THESE STEPS:

01

Create an Account

Sign up on the official ICA website using your email and UAE phone number.

02

Prepare Documents

Have your current Emirates ID card scan (if applicable), passport scan, visa page scan, proof of residency, and a recent passport photo ready.

03

Fill the Application Form

Carefully enter all required details in the online application form.

04

Make Payment

The Emirates ID fee is AED 100 per year of validity.

05

Visit an EIDA Branch

After submission, you'll receive an SMS directing you to an EIDA branch to provide personal data and biometrics.

06

Collect Your Card

Once processed, your Emirates ID will be sent to a local post office for collection. Bring your passport and Emirates ID application form for retrieval.

How To Update Details on Emirates ID?

If any details on your Emirates ID card change, it's essential to notify the Federal Authority for Identity, Citizenship, Customs & Ports Security (ICP) promptly. You must report any modifications within one month from the date of the change.

This requirement applies to both UAE nationals and expatriate residents. You can apply to modify or update any details related to your existing and valid Emirates ID card.

How to Cancel Emirates ID?

Residents want to cancel their UAE residence visas, either for leaving the country permanently or changing jobs, must hand over their Emirates ID cards to the relevant General Directorate for Residency and Foreigners Affairs.

The returned Emirates ID cards will then be forwarded to the **Federal Authority for Identity, Citizenship, Customs and Ports Security (ICP)**, the issuing authority.

How To Renew Your Emirates ID?

You can **renew your Emirates ID** within 30 days from the date of expiry to avoid late fines. After the Emirates ID expires, you must apply for its renewal. The Federal Authority for Identity, Citizenship, Customs and Ports Security (ICP) will send you an SMS notification requesting renewal.

To renew, you can use the **ICP website**, ICP App on **Google Play, App Store, Huawei**, or an **accredited typing center**. You may need to visit an **ICP service center** to provide biometric details.

EMIRATES ID RENEWAL CAN BE INITIATED WITHIN A SPECIFIC TIMEFRAME:

- For UAE nationals, renewal can be applied for between six and one month before the expiry date of the Emirates ID.
- UAE residence visa holders can request renewal only when their residence visa is renewed or reissued.



How To Replace Your Emirates ID?

IN CASE YOUR EMIRATES ID CARD IS LOST, STOLEN, OR DAMAGED, FOLLOW THESE STEPS TO GET IT REPLACED:

01

Report the Incident

Head to the nearest **ICP** Customer Happiness Centre to report the incident. Your lost or stolen card will be deactivated immediately. Make sure to carry your identification papers to prove your identity:

- **UAE nationals:** Original valid passport and family book.
- **GCC nationals:** Document proving residency in the UAE.
- **Expatriate residents:** Original passport with valid residency permit.

If the lost Emirates ID belongs to a child under 15, bring the child's original birth certificate and a colored passport photo with a white background.

02

Apply for Replacement

After reporting the incident, **fill out an application form** at any ICA Customer Happiness Centre or via the UAE ICP app.

03

Pay the Fees

The replacement fee is AED 300 for lost or damaged Emirates IDs, plus application fees of AED 70 if applying through typing centers or AED 40 if using the eForm on the ICA website. This applies to all UAE and GCC nationals and expatriate residents.

An express Emirates ID replacement service is available at the ICA main Customer Happiness Centre for an additional AED 150.

04

Collect Your New Emirates ID

You'll receive a text message from ICP regarding the status of your application and the expected delivery date.

The new Emirates ID will be issued within 48 hours (or 24 hours for express service).

Once notified, contact **Emirates Post** to collect your card. For further assistance, contact the ICP Call Centre at 6005 30003.



Choose IFZA For Simple and Easy Company Formation in Dubai

IFZA is a well-known name in the region for its expertise in company formation in Dubai. Our international network of Professional Partners can guide you through every step of the IFZA license application, ensuring a smooth company formation process and saving you valuable time.

AND THE BEST PART?

You don't even have to be physically present in the UAE.

Choose from thousands of business activities and combine commercial and professional activities under a single license.

WITH IFZA, YOU HAVE THE FREEDOM TO

BUILD YOUR BUSINESS EXACTLY THE WAY YOU ENVISION IT.

And remember, once your company is set up, don't forget about your Emirates ID. It's an essential part of your business identity in the UAE, and our partners can help ensure you're fully compliant with all legal requirements.

What are you waiting for?

Contact an IFZA Professional Partner today for expert guidance for company formation in Dubai.



**FOR MORE INFORMATION,
PLEASE CONTACT US ON**

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