JAFZA eSERVICES
Apply for Emirates Identity Card (EIDA)
User's Manual

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Version	Date	Author	Designation	Description of change

Approval History

Version	Date	Name	Designation	Comments

Distribution

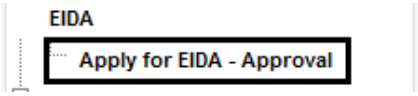
Version	Location

Apply for Emirates Identity Card (EIDA)

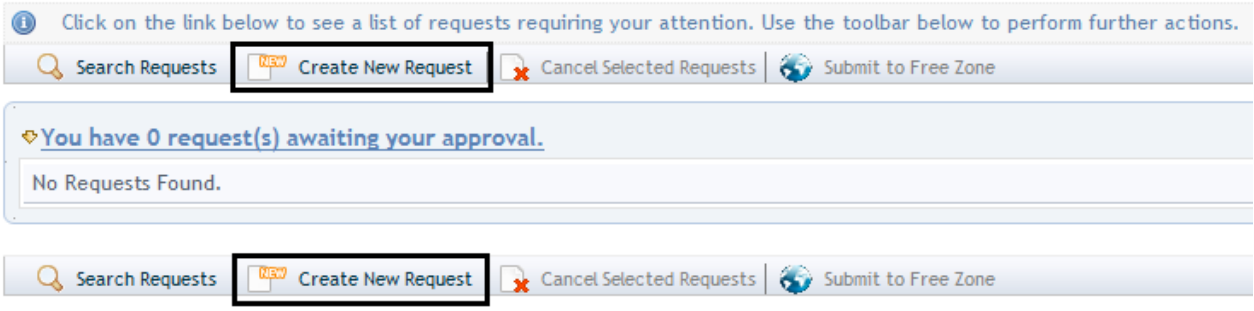
This service is to submit an application request for renewing of Emirates Identity Card.

Navigation:

1. Login to **Dubai Trade**
2. Go to **EIDA** from the menu on the left
3. Then Go to **Apply for EIDA - Approval**

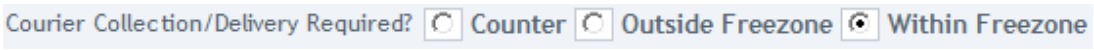


4. Then Click on **Create New Request**

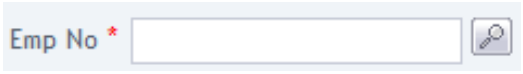


Procedure:

1. Select Courier Delivery/Collection Required?

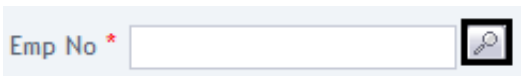


2. Enter the Employee Number and skip to Step Number 7

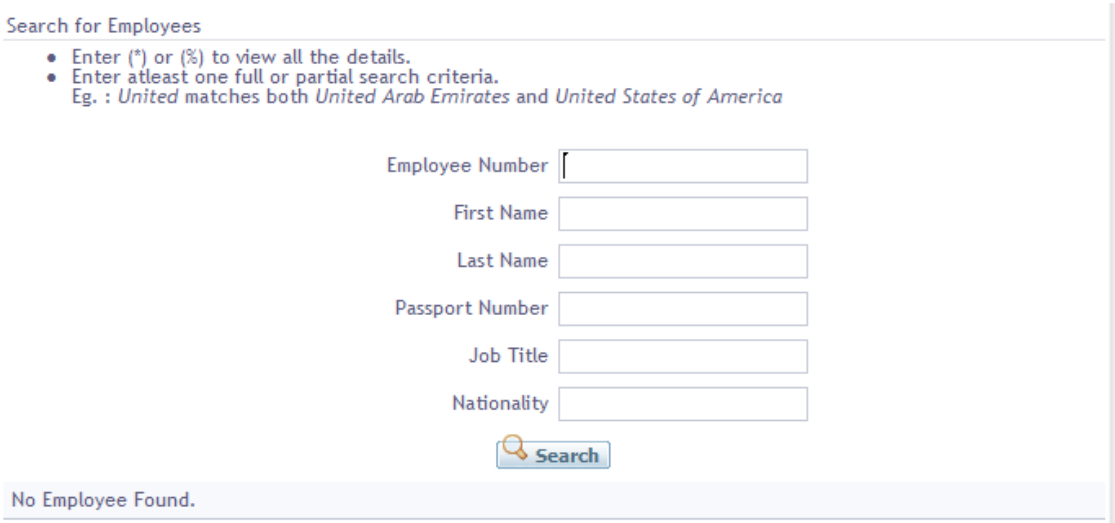


OR

3. Select the Employee by clicking on the magnifying glass icon instead of typing in the field

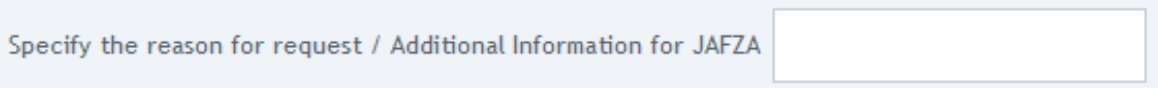


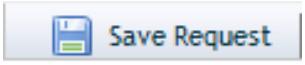
4. Search and Select the Employee Number in the pop-up window that appears.
5. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality, and click Search

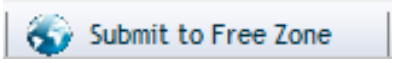


6. Select the Employee

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



8. Click on 

to save the request for future action.
Click 

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

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

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