



دبي التجارية
DUBAI TRADE

National Industries Park Apply for TIC User's Manual

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Apply for TIC (Temporary Identity Card)

Table Designs

DOCUMENT DETAILS

Document Name	Apply for TIC (Temporary Identity Card)
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

This service is to request a Temporary Identity Card for an employee who is sponsored by an approved Manpower company. This card can be applied for one month to maximum of 6 months, allowing the non-sponsored employee to work in an NIP company. Temporary Identity Cards are on a temporary basis.

Procedure:

1. Click "**Create New Request**" to initiate the process.

2. Enter the required information.



Enter the applicant's information as per passport.

Present Nationality *	Search and Select	Request Reason
Religion	Search and Select	
Place Of Birth		Authority Comments
Date of Birth *	DD-Mon-YYYY	
Marital Status	Search and Select	
Job Title *	Search and Select	
Passport Number *		
Place Of Issue		
Country of Issue *	Search and Select	

3. Click **"Save and Continue"** to proceed with the application.

☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;
2. I understand that any errors or inaccurate information may result in delays, failed transactions, or liability towards third parties, and I will be responsible for consequences therefrom;
3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
4. to the extent the submitted information includes personal data which does not belong to me, I have obtained the relevant consents as per prevailing data protection laws.

Save and Continue

4. Upload the required documents by using the **"Drag and Drop"** option or simply by selecting a file. You may review, download or delete a file you have uploaded using the available options on the right.



The SR number will be generated at this stage.

Click **"Continue and Review"**.

Company Name:				SR Number: 20170715
Document Name	File Type	Mandatory	Upload File	View / Delete
Current Sponsor Trade License	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	
Passport Page 1	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	
Residence Permit	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	
				Continue and Review

5. A summary will be displayed along with the SR number. You can edit the details, view the document or click "**Confirm and Continue**" to proceed.

Company Name: SR Number: 20170715

Manpower Company

DUL

Title

Mr.

Given Name

test

Middle Name

test

Last Name

test

Card Validity Period

1 Month

Present Nationality

Antigua and Barbuda

Date of Birth

14-Nov-2007

Marital Status

Single

Job Title

1ST CONSTABLE MECHANIC

Passport Number

Country of Issue

Passport Date of Issue

24-Nov-2025

Passport Date of Expiry

19-Feb-2027

Permanent(Native) Country

Angola

Edit

Document Name	Preview/Download
Current Sponsor Trade License	
Passport Page 1	
Photograph	
Residence Permit	

Confirm and Continue

6. The fees will be displayed. Click "**Submit**" to complete the request. A submission confirmation message will be displayed.



Charges displayed are dependent on card validity period.

NIP Temporary Identity Card New Back

1 Service Request

2 Upload Document

3 Summary

4 Payment Confirmation

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to NIP Admin. Clicking on Submit will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
2,636,413.22 AED

Total Charge Amount: 110.00 AED

Total VAT Amount: 00.50 AED

Total Charge Amount with VAT: 110.50 AED

SR Number	Customer	Status
20170715		Saved

Submit

