

# RESIDENCE VISA – DUPLICATE



## Definition

In the event of loss or damage to the original Residence Visa, a Duplicate Residence Visa is stamped on the new passport.



## Process



Contact Shams to issue Duplicate of Residence Visa

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and collect original new passport with Duplicate Residence Visa Stamp

5.



## Timeline

- 3 to 5 business days



## Fees

- AED 715



## Documents Required

- Request Letter to issue Duplicate Residence Visa
- Police Report
- New passport
- Emirates ID copy (front and back)
- Original Medical Report
- Four passport size photos

### Document Specifications

#### Passport Photo

- White background
- Teeth should not be visible
- Light coloured shirts not allowed
- Jewellery and eyeglasses not allowed
- No handwritten marks allowed on the photos