



مطار الشارقة
Sharjah Airport

Government Services Department

Guide to services & required documents

1.	Security Approval
2.	Employment Visa
3.	Status Change
4.	New Resident Visa (1 yea, 2 years, 3 years)
5.	Renewal Resident Visa (1 year, 2 years, 3 years)
6.	Tourist Visa (30 days , 90 Days)
7.	Data Correction
8.	Renew Sharjah Airport Pass
9.	Consult Letter
10.	Renewal of Entry pass for other airports
11.	Salary Certificate
12.	Profession Change
13.	Transfer visa from old passport to new passport
14.	Labor Card
15.	PRO Card
16.	Signature Card
17.	Staff Report
18.	Cancellation (inside country)
19.	Cancellation (outside country)

Security Approval

Required Documents

- Letter for Security Approval request
- Security approval form
- Second form with family data
- Passport Copy
- Old resident Visa if there is
- School certificate
- For UAE Nationality (Family number and ID number)
- Photo with white background

Employment Visa

Required Documents

- Letter for Employment Visa request
- Passport Copy valid for more than 6 months
- Photo with white background
- Personal Data form
- Undertaking
- School Certificate
- The contract
- The Security Approval

Duration: 8 Hours

Status Change

Required Documents

- Letter for status change request
- New employment visa copy
- Cancellation copy (if there is)
- Old visa (if there is tourist visa)

Duration: 8 Hours

New Resident Visa (1 year, 2 years, 3 years)

Required Documents

- Letter for New Resident Visa request
- Passport valid for more than 6 months
- Photo with white background
- Personal Data form
- Undertaking
- School Certificate
- The contract
- Employment Visa (with Status change stamp)
- Medical + UAE ID form

Duration: 8 Hours

Renewal Resident Visa (1 year, 2 years, 3 years)

Required Documents

- Letter for New Resident Visa request
- Passport valid for more than 6 months
- must be before expired by 1 month
- Photo with white background
- Personal Data form
- Undertaking
- School Certificate
- The contract
- Medical + UAE ID form

Duration: 8 Hours

Tourist Visa (30 days, 90 Days)

Required Documents

- Letter for Tourist visa request
- Passport copy valid for more than 6 months
- Photo with white background

Duration: 8 Hours

Data Correction

Required Documents

- Letter for Correction request
- Passport copy
- Copy of wrong visa
- Copy of typing form

Duration: 8 Hours

Renew Sharjah Airport Pass

Required Documents

- Letter for Pass renewal request
- Passport copy
- Res. Visa copy under Sharjah airport authority

Duration: 8 Hours

Renewals of Entry pass for other

Required Documents

- Letter for Pass renewal request specify which airport and the period
- Passport copy
- Res. Visa copy under Sharjah airport authority

Duration: 8 Hours

Consulate Letters

Required Documents

- Letter for consulate specify to which consulate and the period
- Passport copy
- Res. Visa copy under Sharjah airport authority

Duration: 8 Hours

Salary Certificate

Required Documents

- Letter for Salary Certificate request with salary details
- Passport copy
- Res. Visa copy under Sharjah airport authority
- Contract

Duration: 8 Hours

Profession change

Required Documents

- Letter for Profession change request
- Passport copy
- Res. Visa copy under Sharjah airport authority
- School Certificate

Duration: 8 Hours

Transfer visa from old passport to new passport

Required Documents

- Letter for Transfer request
- Old and new Passport
- Valid Res. Visa under Sharjah airport authority

Duration: 8 Hours

Labor card

Required Documents

- Letter for Labour card request
- Passport copy
- Res. Visa copy under Sharjah airport authority
- Photo with white background

Duration: 8 Hours

PRO Card

Required Documents

- Letter for PRO card request
- Passport copy
- Res. Visa copy under Sharjah airport authority
- Photo with white background
- UAE ID copy

Duration: 8 Hours

Signature card

Required Documents

- Letter for Signature card request
- Commercial license Copy
- Passport copy and Res. Visa copy of the person authorized to sign
- ID copy of the person authorized to sign

Duration: 8 Hours

Staff report

Required Documents

- Letter for Staff report request

Duration: 8 Hours

Cancellation (Inside country)

Required Documents

- Letter for Cancellation
- Original passport
- Labor card
- Sharjah airport entry Pass
- Emirates ID
 - The signature of the concerned person is identical to his signature on the ID (agreeing to the cancellation and his dues have been received)

Duration: 8 Hours

Cancellation (outside country)

Required Documents

- A letter from the company requesting the residency cancellation, explaining the reason
- Residency details from the Authority for identity & citizenship

Duration: 8 Hours