

## Port Security Clearance

Port Clearance Security is obtained for all the individuals entering the port premises. It is obtained before applying for an entry pass.

### Main Menu:

This is the main menu of the Port Security Clearance System:



Before filling Port Security Request Form, please note that:

- All fields marked with (\*) are mandatory
- Arabic fields must be filled in Arabic
- Entry Purpose: users must write the entry purpose in details
- Attachments instruction:
  - Each attachment size should be less than 1 MB
  - The type of files to be attached (pdf or jpeg) is mentioned beside each attachment
  - Upload Security Form in pdf format if it is required.
  - The Emirates ID Attachment should contain Emirates front & back Page. It should be a PDF file.
  - Passport attachment should include ALL THE FOLLOWING IN ONE PDF File:
    - Company Letter
    - Passport front and back page
    - Visa page

Note: Extra Entry Security Form ( security form available in the website) is needed for some nationalities (Iran, Iraq, Jordan, Kenya, Kuwait, Nigeria, Oman, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Yemen, Bahrain) Purpose: users must write the entry purpose in details.

### New:

Allows users to apply for new Security Clearance:



## Port Security Request

Send security approval request for visitors

Passport No\*

Name in English\*

Name in Arabic\*

Passport Expiry Date \*

dd/mm/yyyy



Nationality\*

Select the Country



Visa Type\*

Select the Visa Type



Visa Expiry Date \*

dd/mm/yyyy



Occupation\*

Occupation(Arabic)\*

Visitor Mobile No\* +971

Emirates - ID No\*

Date of Birth\*

dd/mm/yyyy



U.I.D. No

### Notes :

>> Entry purpose should be in Details.

>> The Visitor Mobile number is required (Not the company's PRO number).

>> Enter the Visitor company name as in Visa in Resident visa and as in Business card for the Visit Visa.

>> The Entry Purpose should match the Occupation, other than that the request will be Resubmitted from gatepass officer.

Entry purpose in English\*

(200 characters remaining)

Entry purpose in Arabic\*

(200 characters remaining)

Visitor Company Name\*

Visitor Company Name in Arabic\*

**ATTACHMENTS**  **Instructions\***

Passport(.pdf)\*

Select file


Emirates ID(.pdf)

Select file

Photo(.jpeg)\*

Select file

 **Submit Security Request**

**Instructions** 

1) The Passport Attachment should contain Passport front & back Page, VISA page and Company letter. It should be a PDF format.

2) The Emirates ID Attachment should contain Emirates front & back Page. It should be a PDF file.

3) Upload Security form in PDF format if it is required.

4) Attachments Size should be less than 1 MB.

Close

## Renew:

Port Security Clearance that is going to expire in 90 Days OR Already Expired.

Port Security For RENEWAL

Waiting for renewal! Port Security Clearance going to expire in 90 Days / Already Expired. x

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Passport No	Person Name	Nationality	Expiry Date	Actions
0001234567	ABDUL RAHMAN ALI	Palestinian Territories الأراضي الفلسطينية	31-Dec-2015	Edit & Renew
0001234568	ABDUL RAHMAN ALI	Afghanistan افغانستان	04-Jun-2015	Edit & Renew
0001234569	ABDUL RAHMAN ALI	Afghanistan افغانستان	15-Feb-2015	Edit & Renew

Users can click on Edit & Renew Button or click on the Passport No of the person that they want to renew his/her Port Security Clearance. Port Security Clearance Renew Page will show and user can edit the information of the person and send it for renewal.

## Search:

Allows users to search Port Security Request By:

Status OR Passport No.

Security Request Search Request

Port Security Request List

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Approved

---Select Status---

Pending

ALL

Approved

Expired

Rejected

Resubmitted

Verified

On Hold

Pending For Renewal

Search

Enter Passport No

Search

Hide Columns

Passport	Nationality	Person Name	Status	User-ID	Sec Expiry	Action
1234567890	India	ABDUL RAHMAN ALI	APPROVED	123456	30-Mar-2017	👁
2345678901	India	ABDUL RAHMAN ALI (...)	APPROVED	234567	16-Feb-2017	👁
3456789012	Sudan	ABDUL RAHMAN ALI (...)	APPROVED	345678	31-Dec-2016	👁
4567890123	Egypt	ABDUL RAHMAN ALI (...)	APPROVED	456789	26-Jan-2017	👁