



User Manual: Port of Fujairah – Visitor Security Approval Form

Purpose

This manual is designed to guide users (applicants or internal staff) in accurately completing and submitting the **Visitor Security Approval Form** for accessing the Port of Fujairah (POF).

The link: [Port of Fujairah :: Security approval for visitor](#)

1. Security Request Form (Visitor Company Entry)

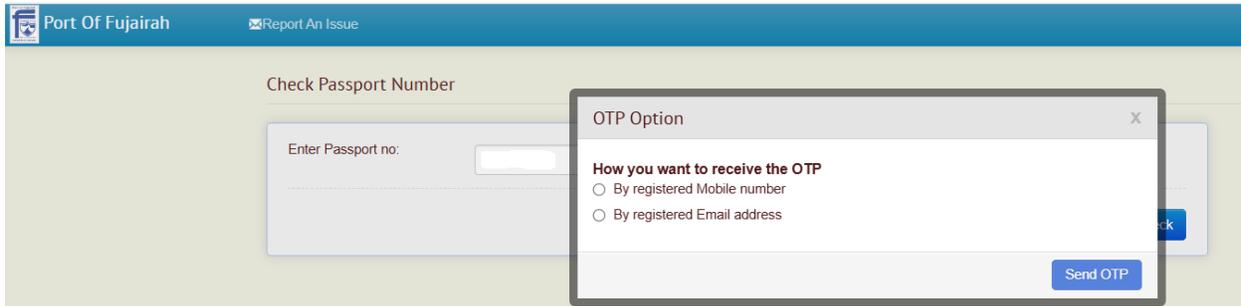
Step-by-Step Instructions

A. Check request exists or not

- **Checking request exists against passport:** Enter your passport number and click the check button.

The screenshot shows the Port of Fujairah website interface. At the top, there is a blue header with the Port of Fujairah logo and a 'Report An Issue' link. Below the header, the page title is 'Check Passport Number'. The main content area is a light yellow box containing a form. The form has a text input field labeled 'Enter Passport no.' and a blue button with a checkmark and the text 'Check'.

- **If a request already exists,** an OTP will be sent to the mobile number or email ID provided during your initial request. Use this OTP to access and update your existing submission.
- **If no existing request is found,** the system will direct you to the form for a fresh submission.



The screenshot shows the 'Port Of Fujairah' website header with a 'Report An Issue' link. Below the header is a 'Check Passport Number' section. It contains a form with a text input field labeled 'Enter Passport no.' and a 'Send OTP' button. An 'OTP Option' modal dialog is open, asking 'How you want to receive the OTP' with two radio button options: 'By registered Mobile number' and 'By registered Email address'. A 'Send OTP' button is also visible at the bottom right of the modal.

B. Department Sponsorship

- **Department Requesting For:** Select the department sponsoring the visitor (e.g., *IT Department*).

C. Personal Details

- **Passport Number:** Enter the visitor's passport number.
- **Name in English:** Type the full name in UPPERCASE as per passport.
- **Full Name in Arabic:** Enter the Arabic translation of the name (mandatory).
- **Passport Expiry Date:** Select from the date picker.
- **Nationality:** Choose the visitor's nationality from the dropdown.
- **Visa Type:** Select from available types (e.g., *Residence – 12 months, Visit Visa*).
- **Visa Expiry Date:** Enter the date exactly as per the visa document.

D. Security Details

- **Security Clearance Duration:** Choose the duration (e.g., *6 months*).
- **Occupation (English):** Mention the professional title.
- **Occupation (Arabic):** Enter the translated title in Arabic.

E. Contact & Identity Information

- **Visitor Mobile Number:** Include UAE format with country code (+971).
- **Visitor Email:** Provide the official email address.
- **Emirates ID Number:** Enter 15-digit Emirates ID (if available).



- **Date of Birth:** Match with official passport.
- **U.I.D. Number:** Unified number from the visa.

F. Entry Purpose

- **In English:** Clearly state the visit reason (e.g., *IT Services, Meeting with IT Manager*).
- **In Arabic:** Translate the entry purpose accurately.

G. Company Information

- **Visitor Company Name:** Choose from the list or enter manually.
- **Visitor Company Name (Arabic):** Must match the name on the visa or business card.

H. FOTT Entry (Fujairah Oil Tank Terminal)

- Select **Yes** or **No**.
 - If **Yes**, a new form window will appear to capture additional FOTT-related details.

I. Document Attachments (Mandatory)

- **Passport and Visa** – PDF format
- **Emirates ID** – PDF format (if available)
- **Photograph** – JPG only format with clear face visibility

Click "**Submit Security Request**" to continue.

Department requesting for: IT Department

Passport No: 25871376

Name in English: PRADEEP PALAKKAD SAMJEE

Full Name in Arabic: براديب راجو

Passport Copy Date: 15/01/2020

Nationality: India

Visa Type: Residence (12 months)

Visa Copy Date: 15/08/2020

Security Clearance Duration: 6 Months

Occupation: Information Systems Consultant

Occupation(Arabic): استشاري نظم المعلومات

Visitor Mobile No: +971 555517372

Visitor Email: pradeep@rns technology.com

Emirates - ID No: 784187225603491

Date of Birth: 03/12/1972

U.A.E. No: 784187225603491

Notes:

- Entry purpose should be in OMSIS.
- 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.

Entry purpose in English: IT Services, meeting with IT Manager

Entry purpose in Arabic: خدمات تكنولوجيا المعلومات، اجتماع مع مدير تكنولوجيا المعلومات

Visitor Company Name: RNS Technology Services DMCC

Visitor Company Name in Arabic: شركة رنس للتكنولوجيا والخدمات

FOET Entry: No

PROCESSED BY: Transactions

Passport/Visa(DD): Change Available

Emirates ID(DD): Change Available

Photo(DD): Change Available

Remarks: Visitor Company wrong IN ARABIC

Submit Security Request

2. Bio Data & Sponsor Details

A. Bio Data

- **Full Name & Alias:** Auto-filled or enter manually.
- **Date of Birth / Place of Birth:** Match official ID/passport.
- **Nationality & Religion:** Mandatory fields.
- **Date of Entry to UAE:** First entry date from passport.

B. Sponsor Information

- **Sponsor Name (Arabic & English):** Must match visa.
- **Present Work Location & Office Contact:** Add full details.



- **Bank & Salary:** Optional, if required for verification.

C. Passport & Visa Details

- **Place of Issue, Passport Number, Issue/Expiry Dates:** As per document.
- **Visa Details:** Residence visa place, number, and validity.

D. Academic Qualifications

- **Degree:** e.g. *Diploma in Mechanical Engineering*.
- **University:** Name of institution (e.g., *DOTE*).
- **Place & Year of Graduation:** Add as applicable.
- **Languages Known:** e.g. *English, Hindi, Malayalam, Tamil*.

Click "Next" to proceed.

(BIO DATA) البيانات الشخصية

(Full Name) الاسم الكامل

(Alias) اسم آخر

(Date of Birth) تاريخ الميلاد

(Pass Nationality) الجنسية

(Sex) الجنس

(Place Of Entry In Emirates) مكان الدخول في الإمارات

(Sponsor Upon Entry) الراعي عند الدخول

(Surname) اسم العائلة

(Place of Birth) مكان الميلاد

(Present Nationality) الجنسية الحالية

(Religion) الدين

(Date Of Entry In Emirates) تاريخ الدخول في الإمارات

(CURRENT SPONSOR DATA) بيانات الراعي الحالي

(Current Sponsor: Name/Establishment) الراعي الحالي (اسم المؤسسة)

(Occupation) المهنة

(Office Fax) فاكس المكتب

(Bank) بنك

(Present Work Place) مكان العمل الحالي

(Office Telephone) هاتف المكتب

(Salary) راتب

(PARTICULARS OF PASSPORT) بيانات جواز السفر

(Place Of Issue) مكان إصدار

(Expiry Date) تاريخ انتهاء

(Passport/Travel Document No.) رقم جواز السفر / رقم وثيقة السفر

(Date Of Issue) تاريخ الإصدار

(PARTICULARS OF RESIDENCE/ISA) بيانات الإقامة/تصيرة الزيارة

(Place Of Issue) مكان إصدار

(Expiry Date) تاريخ انتهاء

(Residence/Visa No.) رقم الإقامة / رقم التأشيرة

(Date Of Issue) تاريخ الإصدار

(ACADEMIC QUALIFICATION(S)) بيانات المؤهل العلمي

(Academic Qualification(s)) المؤهل الدراسي

(School / University) المدرسة / الجامعة

(Place of Study) مكان الدراسة

(Date of obtaining the Certificate) تاريخ الحصول على الشهادة

(Languages Known) اللغات المعروفة

[NEXT](#)



3. Social Status & Family Details

A. Social Status

- **Marital Status:** Select appropriate option.
- **Spouse's Name / Date of Birth / Nationality / Religion:** Fill if applicable.
- **Date of Spouse's Entry to UAE:** If known.

B. Children Information

- **Name, Date of Birth, Nationality:** Only if applicable.

C. Blood Relation – Parents

- **Father/Mother Names:** English or Arabic.
- **Workplace / Nationality / Birthplace:** Fill all known details.

D. Blood Relation – Siblings

- **Name / Relation / Nationality / Workplace:** Fill as applicable.

E. Friends in UAE

- **Name / Nationality / Place of Work:** Mention contacts residing in UAE.

F. Current Residential Address

- **Owner Name / Emirates / Mobile / Building & Flat No.:** Provide current accommodation details.

Click "Next" to proceed.

(SOCIAL STATUS) الحالة الاجتماعية

(Nationality)

(Date of Birth)

(Occupation)

(Personal Name)

(Place of Birth)

(Place of Work)

(CHILDREN) الأبناء

1)

2)

3)

4)

5)

(PARTICULARS OF BLOOD RELATIONS FROM FIRST GRADE) مفاتيح القرابة من الدرجة الأولى

(Mother's Name)

(Mother Nationality)

(Mother Place of Birth)

(Mother Date of Birth)

(Mother Place of Work)

(Mother Occupation)

(Father's Name)

(Father Nationality)

(Father Place of Birth)

(Father Date of Birth)

(Father Place of Work)

(Father Occupation)

(PARTICULARS OF BLOOD RELATIONS) مفاتيح القرابة

(Place of work) <input type="text" value=""/>	(Nationality) <input type="text" value="India-India"/>	(Relation) <input type="text" value="Father"/>	(Name) <input type="text" value="PV Kanger"/>	1
<input type="text" value=""/>	<input type="text" value="--Select Nationality--"/>	<input type="text" value="Relation"/>	<input type="text" value="Name"/>	2
<input type="text" value=""/>	<input type="text" value="--Select Nationality--"/>	<input type="text" value="Relation"/>	<input type="text" value="Name"/>	3

(PARTICULARS OF FRIENDS) مفاتيح الأصدقاء

(Place of work) <input type="text" value="Dubai"/>	(Nationality) <input type="text" value="India-India"/>	(Name) <input type="text" value="Ramesh Govil"/>	1
<input type="text" value=""/>	<input type="text" value="--Select Nationality--"/>	<input type="text" value="Name"/>	2
<input type="text" value=""/>	<input type="text" value="--Select Nationality--"/>	<input type="text" value="Name"/>	3

(PARTICULARS OF RESIDENCE) مفاتيح السكن

(Owner's Name)

(Phone No.)

(Mobile No.)

(Pager No.)

(P.O.Box No.)

(Postal Code)

(Block)

(R.T. No.)

(Flat No.)

(Floor No.)

FINISH



4. Other Details

A. Previous Occupations in UAE

- Enter if applicant has worked previously in UAE.

B. Countries Visited

- Mention other countries visited outside the UAE.

C. Countries Worked In

- Enter countries where applicant held a job previously.

D. Vehicle Details

- Add if visitor is bringing a vehicle to the port.

E. Military Service

- Indicate if applicant has ever served in any military field. If **“Yes”**, enter full details.

F. Residence Address (Again)

- Reconfirm current residence in UAE or outside.

Click "Submit" to finalize the request.

(PREVIOUS OCCUPATIONS IN UAE) الأفعال التي مارستها داخل الدولة

1

2

3

4

5

6

(COUNTRIES VISITED) الدول التي سبق زيارتها

1

2

3

4

5

6

7

8

(COUNTRIES WORKED IN) الدول التي سبق لك العمل بها

1

2

3

4

5

6

7

8

(PARTICULARS OF VEHICLE) بيانات المركبة

(Driving License No) رقم رخصة القيادة

(Place Of Issue) مكان إصدار

(Date Of Issue) تاريخ الإصدار

(Expiry Date) تاريخ الانتهاء

(Type Of Vehicle) نوع المركبة

(Licensed By) المرخص من

(Plate No) رقم اللوحة

(Plate Color) لون اللوحة

(HAVE YOU EVER WORKED IN THE MILITARY FIELD?) هل سبق لك العمل في المجال العسكري؟

(No) لا
 (Yes) نعم

[Submit](#)

Important Notes for Applicants

- All Arabic fields are **mandatory** for visa system processing.



- **Use only official document names**—no nicknames or abbreviations.
- Attach **only valid, current, and clear documents**.
- **Optimize file sizes** to avoid upload errors.
- For FOTT access, **coordinate with FOTT Officer** before form submission.

Correction or Renewal Clause

If any correction or renewal of the request is required, enter your **Passport Number** in the appropriate field. The system will send a **One-Time Password (OTP)** to the **originally provided mobile number or email address**. Use this OTP to securely access and modify your existing request.

Security Status Follow-Up

To track the progress of your application, visit the [Security Status Enquiry - Port of Fujairah](#) page. Enter your **Passport Number** and click the **Check** button to view the status.