

## Lost or stolen passport with UAE residence visa on it

If your passport is lost or stolen, this is what you need to do:

### 1) Police report

File a Police report to the Police station nearest to where the incident took place

- Fill in a lost passport report form and submit
- two recent passport size photographs
- a copy of the lost passport (if possible)

*If the lost passport belongs to a minor, the sponsoring parent should be present to endorse the report.*

*If the person who lost the passport is on company sponsorship, he/she has to submit a letter in Arabic about the loss of the passport. The letter has to be on the sponsoring company's letterhead and has to be submitted to the Police Department of the Emirate where the residence visa was issued. The sponsoring company also has to provide a photocopy of the company's trade license and establishment card.*

*If the person who lost the passport is on family sponsorship, the person has to submit a signed letter from the sponsor and a photocopy of the sponsor's passport.*

### 2) Passport lost in Dubai

If the passport is lost in Dubai get the Police report stamped by the General Directorate of Residency and Foreigners Affairs (GDRFA) in the emirate where the visa was issued.

### 3) Arabic report / lost passport certificate

Return to the Police station where the Police report was issued and get a formal lost passport certificate in Arabic.

### 4) Issuance of a new passport

Contact this Embassy for the issuance of a new passport

### 5) Receiving of a new UAE visa

With the new passport, you have to return to the GDRFA to stamp your residency visa.

Check with the relevant GDRFA about application and fees.

*GDRFA will issue a residence visa with the same validity period as the old visa if still valid, or it will issue a new residency permit if the visa expired while you were within the UAE.*

## **If you are outside the UAE when your passport is lost, here are the steps advised by the UAE Government:**

- 1) File a Police report
- 2) If you are in Switzerland contact the Cantonal Passport office in order to get a new passport. If you are in a 3<sup>rd</sup> country, contact the Swiss Embassy or Swiss Consulate.
- 3) Holder of a UAE residence visa have to apply for a new entry permit to be able to re-enter the UAE.

*The requests for entry permits are received and processed by the consular section of the UAE Embassy in the country where the passport is lost.*

*You have to submit the following documents:*

- copy of the old passport
- copy of the new passport
- copy of the UAE resident permit
- copy of the Emirates ID card
- one passport-sized photo
- a letter from the sponsor confirming your position and place of work
- Police report

- 4) Check with the respective UAE Embassy in the country where you lost your passport which has your UAE residence visa on it.

**As regulations may change without prior notice, this Embassy does not take any responsibility!**