

Document Check List for Labour Card Only in Abu Dhabi		✓
<i>Employee's Documents</i>		
Colour Copy of Passport	Minimum 6 months validity	✓
Colour Copy of Visa		✓
Colour Copy of Emirates ID Card	<i>If any</i>	✓
Colour Passport Photo	White Background	✓
Education Certificate	Attested in country of issuance and MOFA stamped in the UAE	✓
Original Marriage Certificate <i>(if sponsored by spouse)</i>	<ul style="list-style-type: none"> ✓ Attested in country of issuance ✓ Notarized in country of issuance ✓ Stamped by MOFA in UAE ✓ Legally translated into Arabic 	✓
Original Birth Certificate <i>(if sponsored by parent)</i>	<ul style="list-style-type: none"> ✓ Attested in country of issuance ✓ Notarized in country of issuance ✓ Stamped by MOFA in UAE ✓ Legally translated into Arabic 	✓
<i>Sponsor's Documents</i>		
Colour Copy of Passport	Minimum 6 months validity	✓
Colour Copy of Visa		✓
Colour Copy of Emirates ID Card		✓
No Objection Letter	Addressed to Immigration in Arabic	✓
<i>Employer's Documents</i>		
Copy of Trade License		✓
Immigration Card		✓
Company Number in MOHRE		✓
Original E-sign card		✓
Username & password for E-Channel		✓
Tawtheeq Contract		✓

FOR AN ESTIMATE, please email: michelle@GatewaytoAbuDhabi.com