1. Login in to Absher account, click [here](https://www.absher.sa/portal/landing.html) for Absher website.
2. Click on My Services
3. Click on Passport
4. Click on Tawasul > New request.
5. Select from the dropdown menu of the sector > **Resident Services inside the Kingdom.**
6. Select from the dropdown menu on the service > **Add or Separate dependent.**
7. Write in the request description: **Please issue the Iqama of my dependent, *NAME* (all your dependent names if you have more than one). Thank you for your assistance.**

**\*Important note:** For step 7 do not use the Special characters (? / . / - /: / …)

1. Upload the required documents below (all in 1 file) for the Attachment.

* Copy of the dependent passport
* Copy of the dependent Saudi visa and the Border number that written by hand.
* Copy of the sponsor’s Iqama
* Form created by GA

**Notes:** The below steps are required to submit for the attachment on Absher:

* Make sure to have all the documents in one zip file
* Type of files must be PDF or PNG.
* Make sure the attachment size is less than 1 MG
* To compress the file before uploading it click [here](https://www.ilovepdf.com/compress_pdf).

1. Check your Absher (MOI) for the dependent iqama number. It should be issued within 3 working days, to check if the iqama number is issued or not, please login to Absher > Dashboard > Family member > More details > select the dependent name and the iqama number will be showing
2. Provide GA Center with the iqama number to be able to send it to the passport office and print the iqama card.

**Note: The Iqama number of the dependent will appear in your dependents list within 3 days. If it’s not appearing, please inform GA Center and provide us the Absher (MOI) request screenshot.**