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 Tawas > New request
5. Select from the drop down menu > **Resident Services inside the Kingdom.**
6. Select from the drop down menu > **New born registration**
7. Write in the Request Description: **Please issue to Iqama to my baby. NAME who was born inside the Kingdom and the nationality is XXXXX. Thank you for your assistance.**

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

1. **Attachments:** Upload the below mentioned required documents (must be in one file) and submit your request

* Copy of the parents iqamas
* Copy of Baby passport
* Copy of the Saudi birth certificate
* Two physical photo of the baby size (3x4) with white background
* If the both parents are working under KAUST sponsorship then the Marriage certificate needs to be attested form Saudi embassy from their home country then from MOFA.

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

* Make sure to have all the documents in one zip file
* Type of files must be PDF or PNG.
* Mack 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 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. Once it is shown, please check if all the information is correct. If it’s not appearing, please inform GA Center and provide us with the Absher (MOI) request.**