The Process Via Absher (MOI)

Dependent born outside the Kingdom of Saudi Arabia

1. Log in to Absher account
2. Click on my services
3. Click on passport
4. Click on Tawasul > New request
5. Select from the drop down menu > **Resident Service inside the Kingdom**
6. Select from the drop down menu > **Add or Separate dependent**
7. Write in the Request Description:
   Please issue Iqama of my dependent.
   NAME (all your dependents name)...
   Thank you for your assistance
   ** Important note: For step 7 do not use special characters eg. ? / . / - : ....
8. Attachments: Upload the below mentioned required documents (Must be in one pdf file) and submit your request
   - Fill the form in GA portal must write the border number
   - Copy of dependent passport
   - Copy of the dependent Saudi visa with the Border number
   - Copy of sponsor's Iqama

   ** Note :
   - Compress the file in one zip file (https://www.ilovepdf.com)
9. To check if the Iqama number is issued or not
   - **Please log in to Absher > Dashboard > Family member > More >Details > Select the dependent name and the Iqama number will be showing**
10. Provide GA Center with the Iqama number to print the card in the passport office

The Iqama number of the dependents will appear in your dependents list with in 3 days. .

The Process Via Absher (MOI)

Dependent born inside the kingdom of Saudi Arabia

1. Log in to Absher account
2. Click on my services
3. Click on passport
4. Click on Tawasul > New request
5. Select from the drop down menu > **Resident Service inside the Kingdom**
6. Select from the drop down menu > **New born registration**
7. Write in the Request Description:
   Please issue Iqama for my baby.
   NAME...
   who was born inside the Kingdom
   Nationality is ....
   Thank you for your assistance
   ** Important note: For step 7 do not use special characters eg. ? / . / - : ....
8. Attachments: Upload the below mentioned required documents (Must be in one pdf file) and submit your request
   - Copy of the parents Iqama
   - Copy of Baby passport
   - If both parents are working under KAUST sponsorship then the marriage certificate needs to be attested from Saudi embassy from their home country and then from MOFA

   ** Note :
   - Compress the file in one zip file (https://www.ilovepdf.com)
9. To check if the Iqama number is issued or not
   - **Please log in to Absher > Dashboard > Family member > More >Details > Select the dependent name and the Iqama number will be showing**
10. Provide GA Center with the Iqama number and two physical photo of the baby size (3x4) with white background to print the card in the passport office

The Iqama number of the dependents will appear in your dependents list with in 3 days.