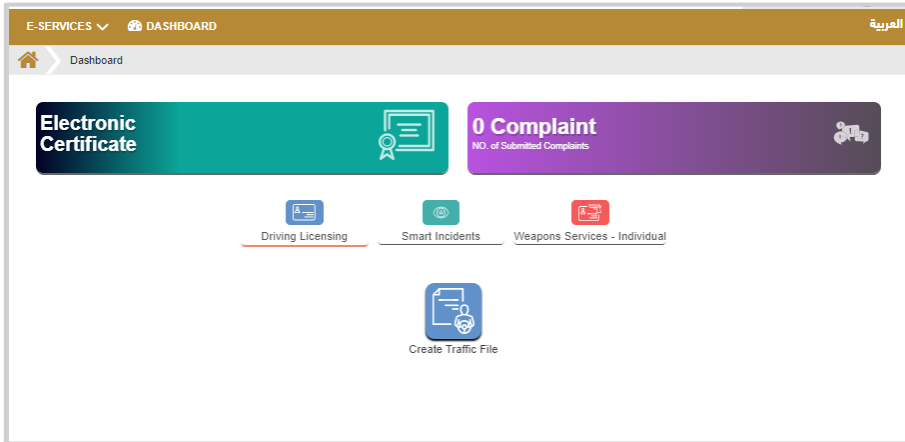




Ministry of Interior U.A.E
Create Traffic File
User Manual



- To create new request to open a new traffic file, choose **create traffic file** icon available in the driving licensing services list



1-Fill in the required data, which includes:

license type, service center and other data shown to complete the application, then click on **next** button

Create Traffic File

Service Description
By this service, you may apply to create a new traffic file "First time", or apply to create another traffic file "To obtain a new traffic category license". Please note that once the application is approved, you must return to the service page to complete your application.

Progress Percentage
30%

Applicant Info. **Restrictions** **Payment Gateway**

Step: Applicant Info.

Emirate *

License Type *

Service Center *

Gear *

Try Type *

Next



2- Enter home address information which includes: Home address, street name, apartment number, home phone.

Applicant Info. Restrictions Payment Gateway

Step: Applicant Info.

Home Address Info

Home Address *
e.g. Address where you live or where you want to deliver your required document

Home Street *

Home Building No *
e.g. Building or Villa Number

Home Flat No *
e.g. Flat or Room Number

Home Phone *
e.g. 02xxxxxxxx, +9712xxxxxxxx, 009712xxxxxxxx

3 - Enter work address information, which include: P.O.Box Emirate, P.O.Box ,Mobile No. and other optional fields

Work Address Info

Work Address
e.g. Address where you live or where you want to deliver your required document

Work Street

Work Building No
e.g. Building or Villa Number

Work Flat No
e.g. Flat or Room Number

Work Telephone No
e.g. 02xxxxxxxx, +9712xxxxxxxx, 009712xxxxxxxx

Telephone Ext No
e.g. 02xxxxxxxx, +9712xxxxxxxx, 009712xxxxxxxx

P.O.Box Emirate *

P.O.Box *
e.g. 201xx

Mobile No *
e.g. 05xxxxxxxx, +9715xxxxxxxx, 009715xxxxxxxx

Fax No
e.g. 02xxxxxxxx, +9712xxxxxxxx, 009712xxxxxxxx



4 - Upload required attachments, which include the following :

Personal photo, Emirate ID and other documents shown, then click on the **next** icon

Service Attachments

Image should be less than 2,048kb in size and of types JPG or PNG only.

Personal Image* Emirate ID (front side)* Emirate ID (Back side)*

Visa Copy *

- If you choose the try type (**Foreign license holders or GCC license holders**), you should enter foreign driving license information, which includes the following: License number, source, license type, etc.

Foreign Driving License Info

License No *

Source *

License Type *

Gear Type *

Issue Date *

Expiry Date *

- You should also add a photo of the foreign license(front and back sides)

Forien License Attachments

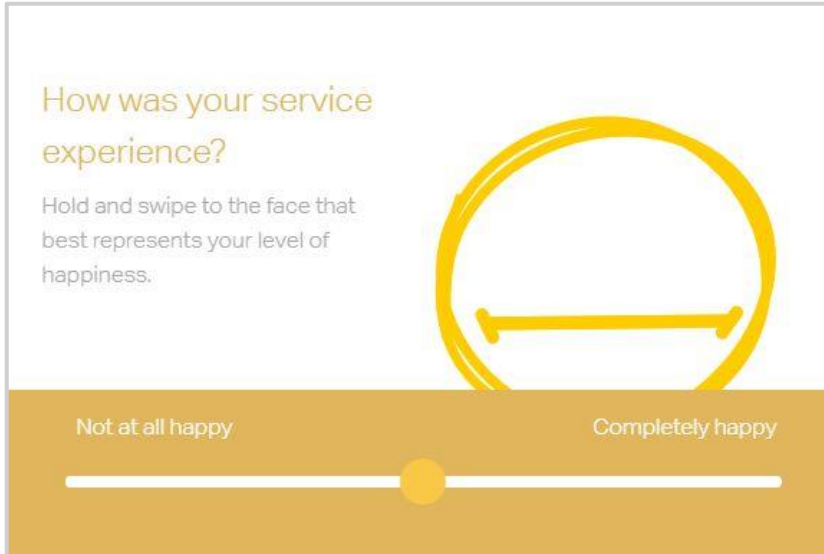
Image should be less than 2,048kb in size and of types JPG or PNG only.

Foreign License(front side) Foreign License(back side)

Next



- The happiness meter screen will appear through which you can rate the service



- After the necessary procedures have been completed, the application id will appear to follow up later.

