

# Is your family in safe hands?



## Don't break the law by hiring illegal Household staff

Ensure all household staff members are on your visa or hired through a professional cleaning company.

Hiring illegal or undocumented workers exposes you and your family to great risks – you could become victim of crime and be liable to large fines and penalties or even a possible jail sentence.

## Government Fines

Please be advised that the Dubai Department of Internal Affairs will be conducting random checks within the community and should they find persons working illegally in your home (eg: housemaids, gardeners, drivers, etc) you could face a jail sentence and substantial fines ranging between Dhs 50,000 and Dhs 100,000.

## Register your staff with Community Security

Security in your community will register your staff details in their database and issue an ID Card free of charge.

### Documents required to register your Household Staff:

1. Completed Household Staff Registration form (available at your main Security Office)
2. Passport and visa copy of the homeowner / tenant
3. Passport and visa copy of the staff member
4. Copy of staff member's Emirates ID card (if available)
5. Two passport size photographs of staff
6. A copy of valid labour card

**Submission of Documents:** Please submit the documents at the main Security Office in your community.

**Fees:** No fees apply

Once your application is completed an ID card will be issued.

The validity of the card is two years from the date of issue or upon the date of expiry of the visa, whichever is earlier.

## Some tips

- 1 Keep copies of all household staff members (eg: drivers, gardeners, maids, etc) passport and visa pages in a safe and secure place. (Please note that all passports are the property of the issuing government and it is illegal to hold on to a person's passport)
- 2 We recommend you to conduct background checks before employing a staff member
- 3 Ask for a copy of a Criminal Clearance Certificate from either the staff member's previous employer or Dubai Police
- 4 Do not allow household staff to invite friends, relatives, spouses and/or any other persons into your home without your consent or knowledge
- 5 Should household staff members resign or be terminated, it is important that you communicate this information to the Community Security Office in order to keep their information updated and cancel their ID card

## In case of emergencies, please contact:

Dubai Police	999	Community Security control Room
Dubai Ambulance	998	04 308 9555 / 050 475 1456
Dubai Civil Defence	997	Emaar Community Management
Al Ameen Service	800 4888	800 36227
DEWA	991	For inquiries, please email us at
Dubai Municipality	04 223 2323	communities@ecm.ae
Emrill	04 308 9555	