

# Is your family in safe hands?



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

Ensure all household staff members are under your sponsorship or hired through a professional household service company.

Hiring illegal or undocumented workers exposes you and your family to great risks – you could become a victim of crime and be liable to large fines and penalties or further legal action.

The Household Staff Registration Form can be found at  
[www.thegreensandviews.com](http://www.thegreensandviews.com)

## Government fines

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

## Register your staff with Community Security

Security personnel 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 (download form from [emiratesliving.ae](http://emiratesliving.ae))
2. Passport and visa copy of the homeowner/tenant
3. Passport and visa copy of the staff member under the sponsorship of homeowner/tenant
4. Copy of staff member's Emirates ID card (if available)
5. Two passport size photographs of the staff member

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

**Fees:** No fees apply. Registration is absolutely free for new and renewed cards.

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

If the card is lost or damaged, a replacement will attract a fee of AED 200 (and will be valid from the date of issue until the date of expiry of the visa).

Should a household staff member resign or their contract of employment be terminated, please ensure that you communicate this information to the Community Security Office in order to keep information updated and so the ID card can be cancelled.

### Some tips

1. Keep copies of all household staff members' (e.g. 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 them
2. We recommend you conduct background checks before employing a household staff member
3. We recommend you apply 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

### In case of emergency, please contact:

Dubai Police	999
Dubai Ambulance	998
Dubai Civil Defence	997
Al Ameen Service	800 4888
DEWA	991
Dubai Municipality	04 223 2323

Community Security Control Room  
04 422 5791

Emaar Community Management  
800 EMAAR (36227)

For enquiries, please email us at  
[communities@ecm.ae](mailto:communities@ecm.ae)