

**CONTRACT VERIFICATION REQUIREMENTS FOR RETURNING HOUSEHOLD SERVICE  
WORKERS/DOMESTIC WORKER  
(Private Nurse, Private Driver/Driver, Housemaid, Nanny/Babysitter, Cook, Servant)**

**1. Documents Needed to the HSW:**

- ✓ **One (1) Original and One (1) Photocopy/xerox** of MOHRE Contract (with DW code 25 to 30 pages)
- ✓ **One (1) Original and One (1) Photocopy/xerox** of duly accomplished “**Addendum to the UAE Domestic Worker Contract**” (Signed by Sponsor/Employer and Domestic Worker) (Can be downloaded in the website)
- ✓ Signature of the First Party (Sponsor/Employer) affixed in the Contract shall be the same with the Passport and/or the Emirates ID signature.
- ✓ **Three (3) photocopies/ xerox** of valid Residence Visa or three (3) electronic copy of valid New Emirates ID and visa and Original Emirates ID (for those with no Residence Visa Stamp)
- ✓ **Three (3) photocopies/ xerox** of valid Passport
- ✓ Original Passport
- ✓ Personal appearance of the worker

**2. Documents Needed to the Sponsor/Employer:**

- ✓ **Two (2) photocopies/ xerox** of valid Passport
- ✓ **Two (2) photocopies/ xerox** of Emirates ID
- ✓ Plus, **Two (2) photocopies/ xerox** of valid Visa (for Expat Sponsor/Employer only)

**3. If the Sponsor/Employer’s Passport and Emirates ID are both No Signature of the Holder:**

- ✓ The Sponsor/Employer shall appear in the office for his specimen signature and/or thumbmark. If sponsor is very old or very sick, a video clip of signing (for validation purpose only).

**4. If the worker’s Visa is not Abu Dhabi but working in Abu Dhabi:**

- ✓ Worker shall provide proof that the sponsor/employer is living/working in Abu Dhabi, e.g. Tenancy Contract, Billing Statement like water/electric bill/Dewa, and Telephone Bill
- ✓ Otherwise, please set appointment to POLO Dubai website:  
<https://www.polodubaiportal.org/>

**5. If the Worker is already in the Philippines?**

- ✓ Requirements above shall be provided except Original Passport
- ✓ Copy of Arrival Stamp/Sticker from Philippine Immigration (Entry /Date of Arrival in the Philippines)/ copy of Boarding Pass of departure from UAE
- ✓ Authorization Letter of the Sponsor/Employer to the person who will submit the documents on behalf of the Worker / Personal appearance of the sponsor
- ✓ Photo Copy of valid ID of the authorized person