



UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

MINISTRY OF JUSTICE UNITED ARAB EMIRATES

TRANSLATION RENEWAL USER GUIDE

Release 1.0
Sep 19, 2021

Contents

Chapter 1	2
About this Guide	2
User	2
Callouts	2
Chapter 2.....	3
Registration Renewal	3
Registration Renewal.....	3

CHAPTER 1

ABOUT THIS GUIDE

The purpose of this user guide aims at explaining the steps required for Translator Renewal.

USER

Translators

CALLOUTS

There are two types of callouts: tips and warnings.



A Tip provides good-to-know information that helps users complete a task or procedure.



Warning means an information that has an impact on the user or the data.

CHAPTER 2

REGISTRATION RENEWAL

You can renew your account 30 days before the expiry of your registration and 90 days following the expiry date. You will also need to submit renewal request to be reviewed by the Translator Department. Check your dashboard to respond to any task sent to you by the Translator Department.

REGISTRATION RENEWAL

Follow these steps:

1. Log on to your account then click on Profile Information – Profile Renew. The following page will be displayed.

(*) is a mandatory field

Membership Renewal

Personal Details

* User Name :

* Full Name :

* Family Name :

* Gender :

* Nationality :

* Telephone Number :

Fax Number :

* Emirates Id :

* Date of Birth :

(Date Format : dd/mm/yyyy)

* Mobile Phone Number :

(Mobile Format : 9715XXXXXXX)

* Email Address :

(Email Format : username@domain.com)

No Photo Uploaded

(Max image size 300 KB, image type jpeg, jpg, gif)

Address

* Emirate :

* Street :

* Floor :

District/City/ Town :

Building :

* Apartment No :

Academic Information

* Academic Qualification :

* College / University Name :

* Graduation Date :

(Date Format : dd/mm/yyyy)

Professional Information

* Translation Language :

Attachment Detail

Please upload only pdf documents whose file size should not exceed 5MB

* Document Name :

* File Path :

Document Remarks :

Document Name	Document Remarks	File Name	Action
RENEW			

Fig. 1 Renewal Page

- Go to the attachments section and upload the documents required.

الاسم المستند	ملاحظات	اضغط على اتر ملف لتحميل المستندات الثبوتية	الاجراء
صورة عن جواز السفر وتصريح الإقامة	صورة عن جواز السفر وتصريح الإقامة	صورة عن جواز السفر وتصريح الإقامة.pdf	
تجديد			

Fig. 2 Attachments

Translation Renewal

3. Click on Submit. Your request will be submitted successfully.



1. Check your dashboard regularly for any task pending.
2. The system will send you notification via SMS and/or email.