



UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

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TRANSLATION REGISTRATION USER GUIDE

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Contents

Chapter 1.....	2
About this Guide.....	2
User.....	2
Callouts.....	2
Chapter 2.....	3
Submit Request.....	3
Chapter 3.....	7
Log in to your account.....	7
Chapter 4.....	8
Payment.....	8
Payment Task.....	8
Chapter 5.....	9
Upload Docs after medical examination.....	9
Upload docs task.....	9

CHAPTER 1

ABOUT THIS GUIDE

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

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

SUBMIT REQUEST

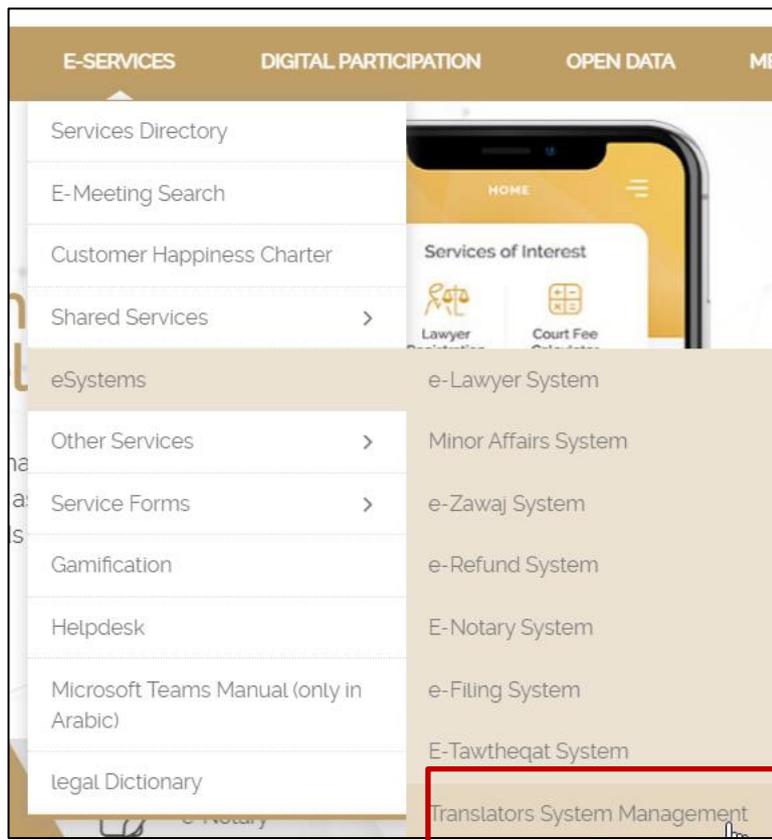
Follow these steps to submit your registration request.

1. Visit this link <https://www.moj.gov.ae/>, the following page will be displayed:



Services

2. Click on the Electronic Services:



e-Services

3. The following page will be displayed.



Select Service

4. Click on New Registration.

Translation Registration

[ABOUT MOJ](#)
[LAWS & LEGISLATION](#)
[E-SERVICES](#)
[DIGITAL PARTICIPATION](#)
[OPEN DATA](#)
[MEDIA CENTER](#)
[CONTACT US](#)

Application Status
Service Card
User Guide
Renewal User Guide

Translator Registration (*) is a mandatory field

Personal Details

<p>* Full Name : <input type="text" value="Full Name"/></p> <p>* Family Name : <input type="text" value="Family Name"/></p> <p>* Gender : <input type="text" value="Select"/></p> <p>* Nationality : <input type="text" value="Select"/></p> <p>* Telephone Number : <input type="text" value="971XXXXXXXX"/></p> <p>Fax Number : <input type="text" value="971XXXXXXXX"/></p> <p>* Emirates Id : <input type="text" value="7841XXXXXXXXXX"/></p> <p>* Date of Birth : <input type="text" value=""/> <small>(Date Format : dd/mm/yyyy)</small></p> <p>* Email Address : <input type="text" value=""/> <small>(Email Format : username@domain.com)</small></p>	<p style="font-size: small; color: gray;">(Max image size 300 KB, image type jpeg, jpg, gif)</p> <div style="display: flex; justify-content: center; gap: 10px;"> BROWSE UPLOAD </div>
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* User Name :

* Mobile Phone Number :
(Mobile Format : 9715XXXXXXXX)

Address

<p>* Emirate : <input type="text" value="Select"/></p> <p>* Street : <input type="text" value="Street"/></p> <p>* Floor : <input type="text" value="Floor"/></p>	<p>District/City/ Town : <input type="text" value="District/City/ Town"/></p> <p>Building : <input type="text" value="Building"/></p> <p>* Apartment No : <input type="text" value="Apartment No"/></p>
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Academic Information

<p>* Academic Qualification : <input type="text" value="Academic Qualification"/></p> <p>* College / University Name : <input type="text" value="College / University Name"/></p>	<p>* Graduation Date : <input type="text" value=""/> <small>(Date Format : dd/mm/yyyy)</small></p>
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Professional Information

* Translation Language :

Attachment Detail

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

<p>* Document Name : <input type="text" value="Select"/></p> <p>* File Path : <input type="text" value=""/> <div style="display: flex; justify-content: center; gap: 10px;"> BROWSE UPLOAD </div> </p>	<p>Document Remarks : <input style="width: 100%;" type="text"/></p>
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NoteA Sign Introductory form is mandatory. PleaseClick [Hereto](#) download(File Size 1 MB, File Type PDF).

NoteUndertaking FormClick [Hereto](#) download(File Size 1 MB, File Type PDF).

Document Name	Document Remarks	File Name	Action

SUBMIT

Translator Registration Page

5. Enter the related details and upload the documents needed then click on Submit.
6. You request will be submitted successfully, and the system will display the ref no.



You will receive notification from the system about the status of your request processing.

CHAPTER 3

LOG IN TO YOUR ACCOUNT

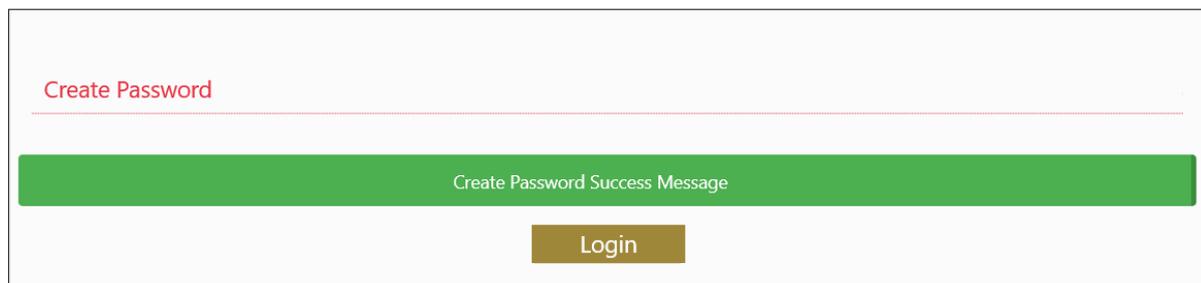
1. Once your request is initially approved, you will receive a notification contains a link to create your password.
2. Click on the link, the following page will be displayed:



A screenshot of a web form for creating a password. The form has a light gray background. At the top, the text "Username" is followed by the value "mak_97". Below this are two input fields: "Password" and "Confirm Password", both with red asterisks indicating they are required. At the bottom of the form, there are two buttons: "Save" (in a brown box) and "Cancel" (in a white box with a gray border).

Reset Password

3. Enter the details then click on Save.



A screenshot of a web page showing a success message. The page has a light gray background. At the top, the text "Create Password" is displayed in red. Below this is a green horizontal bar with the text "Create Password Success Message" in white. At the bottom center, there is a brown button labeled "Login".

Log in

4. Click on Log in and enter the username and password.
5. System will verify and then will allow you to login successfully.

CHAPTER 4

PAYMENT

PAYMENT TASK

Once your request is approved, you will receive a notification to make the payment.

Follow these steps:

1. Log on to your account and from the dashboard click on .
2. Follow the on-screen instructions to make the payment via the eDirham gateway.

CHAPTER 5

UPLOAD DOCS AFTER MEDICAL EXAMINATION

UPLOAD DOCS TASK

Once you complete the medical examination, you will receive a task to upload the documents.

Follow these steps:

Follow these steps:

1. Log on to your account and from the dashboard click on .
2. Follow the on-screen instructions to download the documents required to be filled in then repeat the same steps to upload them again.
3. Click on Submit.
4. The documents will be sent to the Translator department for review and process