**Service card**

**Addition Request service to an annual residence permit**

**Terms of Service:**

1. The country of application must be Jordan.

**Places to apply:**

1. The e-services website (https://eservices.moi.gov.jo/MOI\_EVISA).

2. Smartphone applications through the application store for devices (Jordanian Ministry of Interior - MOI).

3. Service counter.

**The required documents:**

1. A copy of the applicant's passport or a document valid for a period of no less than 6 months.

2. A copy of the previous residence in case of renewal.

3. A copy of the applicant's passport and the summoned added to it.

4. The applicant's birth certificate.

5. A copy of the last valid residence permit (for the sponsor).

6. A copy of the passport or the applicant's passport.

7. A copy of the COVID 19 vaccination certificate.

**Service Procedures:**

1. Receiving and checking the request.

2. Determining the value of the service fee and informing the recipient of the service electronically of the required value.

3. Addressing business partners and receiving responses electronically.

4. Check the responses of business partners.

5. Informing the service recipient of the required procedure, including (personal interview and details).

6. Notifying the service recipient of the final decision electronically (through the electronic account, SMS, e-mail).

7. Providing the service recipient with an electronic notification of approval on his electronic account.

**Service fee:**

1. A service allowance of two dinars per person in the regular application.

Payment can be made electronically through E-fawateercom or through a direct payment service