Primary Source Verification
Dubai Corporation for Ambulance Services (DCAS)

How to Apply
'A Step By Step Guide for Completing Your Application'

If you are a new applicant, follow the instructions from step one. If you are an existing applicant, skip to step five.

Step One

- Visit www.dfgateway.com
- Enter the CAPTCHA
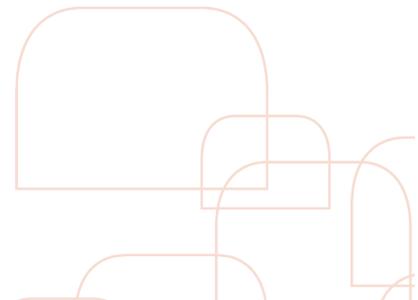- Sign into your account

Step Two

- On the 'Applicant Registration Form' - enter all required details to register and select 'Dubai Corporation for Ambulance Services' from the 'Select Licensing Authority' dropdown menu
- Once done, agree to the Terms and Conditions - then press the 'Submit' button

Step Three

- You will receive an automated email containing an activation link. Once you have activated your account, enter your registered email ID and password on the 'Sign In' page, enter the CAPTCHA, then click 'Submit'

Step Four

- If you forgot your password, click 'Forgot Password', enter the requested details and click 'Submit'. You will receive an email at your registered email ID with a link to change your password

Step Five

- If you are an existing applicant, enter your registered email ID and password on the 'Sign In' page
- Enter the CAPTCHA
- Click 'Submit'

Step Six

- After logging in, you will be directed to the dashboard page
- To initiate a new application, click on the 'Detailed Case Entry' button
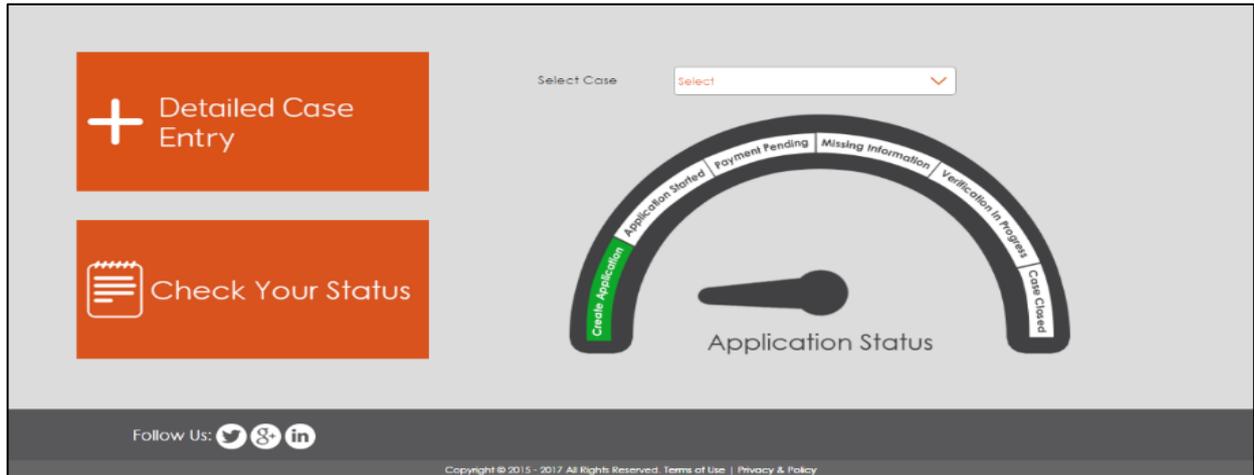
Step Seven

- On the 'Licensing Authority Details' page - select 'Dubai Corporation for Ambulance Services' from the dropdown menu
- Select your relevant package

Step Eight

- Once you have selected your package, click 'Confirm' to proceed or click 'Change' to reselect

*Note: As per DCAS requirements, employment verification of covering last 3 years with a maximum of 3 certificates is mandatory. Verifying an additional certificate(s) will result in an additional charge(s).

Step Nine

- Carefully review the applicable checks
- Once done, click 'Ok'

*Note: To add checks, press the + icon. Additional charges are applicable.
**Note: Click 'Back' to return to the previous page, click 'Save' to not lose entered data or click 'Next' to proceed.

Licensing Authority Details

Select Licensing Authority | Dubai Corporation For Ambulance Services ⌄ |

Category | Count of Employment
| DCAS New Recruitment ⌄ | | 1 ⌄ |

Package Details ⓘ

Select Package
| General ⌄ | ⓘ

Package Cost : 480
Additional Cost : 0
Surcharge : 0
Total Cost : 480

* Credit card payments will incur an additional 0% charge
* VAT Amount will incur an additional 5% charge
* All amounts are in AED

Type of Check	No. of Checks	Type of Check	No. of Checks
Education	1 ➕ ➖	Employment	1 ➕ ➖
Additional checks will be charged extra		Additional checks will be charged extra	
Health License	1 ➕ ➖	Database	1 ➕ ➖
Additional checks will be charged extra		Additional checks will be charged extra	

BACK   SAVE   NEXT

Step Ten

- On the 'Personal Details' page, enter and save the requested information
- Upload clear uncut copies of your passport or national ID
- Click 'Next'

*Note: Click 'Back' to go back to the previous page, click 'Save' to not lose entered data or click 'Next' to proceed.

Step Eleven

- To upload additional documents (if required) - click 'Add More'

*Note: Click 'Back' to go back to the previous page, click 'Save' to not lose entered data or click 'Next' to proceed.

Step Twelve

- Once uploaded, determine the document type in the list according to the document uploaded

* Note: Repeat this process to upload any additional documents.

File uploaded successfully

① Licensing Details ② Personal Details ③ Verification Details ④ Uploads

Please enter all details in ENGLISH language only.

Personal Details

| First Name | * | Karan | Middle Name | Bir | Last/Family Name | * | Singh |

| Identity Type | * | Iqamah Number | ID Number | * | | Date of Birth | * | 08/01/1989 |

| Personal Email ID | * | karan4@yopmail.com |

Select (dropdown)
- Select
- Application Form
- Applicant Photo
- CV/Resume
- Driving license
- Letter of Authorization (LOA)
- Name Change Certificate
- Passport copy
- Payment Receipt
- Others
- Signed Facility Declaration form
- Passport size photograph
- Final High School Certificate
- Log Book/ Privileges
- Transcript of Undergraduate Degree
- BLS and/or Advanced Life Support Class

Mandatory Documents

It is mandatory to upload the bel... ...application:
1. Clear scan...
2. Clear sc...

2017-09-07...

Select

UPLOAD

Step Thirteen

- On the 'Education' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

Step Fourteen

- On the 'Employment' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

* Note: As per DCAS requirements, employment verification of covering last 3 years with a maximum of 3 certificates is mandatory. Verifying an additional certificate(s) will result in an additional charge(s).

Step Fifteen

- On the 'Health License' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

① Education
② Employment
③ Health License
④ Database

Please enter all details in ENGLISH language only.

Health License

Issuing Authority Name *	Issuing Authority Name	Issuing Authority Address	Issuing Authority Address
Issuing Authority City	Issuing Authority City	Issuing Authority State	Issuing Authority State
Issuing Authority Country *	Select	Issuing Authority Phone Type (Cell/Landline)	Select
Issuing Authority Telephone Number	Issuing Authority Telephone Number	Issuing Authority Email	Issuing Authority Email
Issuing Authority Website	Issuing Authority Website	Licence Attained	Licence Attained
Applicant's Name as per Document *	Applicant's Name as per Document	Licence Type *	Select

Step Sixteen

- On the 'Database' page, enter the required details, upload and select the document type from the dropdown menu - then click 'Next'

① Education ② Employment ③ Health License ④ Database

Please enter all details in ENGLISH language only.

Database

| Name as per Passport | Name as per Passport | Fathers Name | Fathers Name |
| Passport Number | Passport Number | | |

Mandatory Documents

Please upload clear,legible documents to support your application

UPLOAD

Step Seventeen

- On the 'Letter of Authorization' page - download, sign, scan and upload the letter

*Note: This is a mandatory step.

Step Eighteen

- Review your application carefully and edit your entered details if needed
- Once done, click on the 'Submit Application' button

*Note: You may download your application form for your reference by clicking on the 'Download' button.

Please review all the details entered for your application

✏ edit

Personal Details

First Name: ssa	Middle Name: Middle Name	Last/Family Name: Last/Family Name
Marital Status: Single	Gender: Gender	Passport Number (Current): Passport Number (Current)
Date of Birth: 2/04/1992	Place of Birth: ewade	Country of Birth: Australia
Mailing Address: Mailing Address	Country: Kazakhstan	Nationality: Australian
Telephone Number: 231312312312	Personal Email ID: tbansal@dataflowgroup.com	

Step Nineteen

- On the 'Payment' page, select your payment method as credit card and proceed to the bank page to settle your payment

*Note: You may not edit your application once the payment has been completed.

Once you click the "SUBMIT APPLICATION" button you will be redirected to Payment Gateway. **TO NOTE:** Changes cannot be made to the application once you make the payment.

Payment

Package Amount	480	Surcharge	0	Vat Amount	24
Total Amount	504	Select Payment Method	Select ∨		

* Amount in AED
* VAT Percentage of 5 %

BACK   SUBMIT APPLICATION

Step Twenty

- Choose either Visa or MasterCard

Step Twenty-One

- Enter your credit card information
- Click the 'Pay' button

Merchant name:	DATA FLOW FZ LLC

Enter your card details

🔒 **MasterCard:**

You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :::

Expiry Date ::: / month/year

Security Code ::: The 3 digits after the card number on the signature panel of your card.

1282 210

Use of this card is governed by the Conditions
and must be signed by the user

Purchase Amount ::: **AED 74.00**

Cancel

pay

MasterCard. SecureCode.

I hereby authorise the debit to my MasterCard Account in favour of DATA FLOW FZ LLC

© 2005-2016 MasterCard

Step Twenty-Two

- Once the payment has been finalized, the system will automatically populate a printable payment receipt
- Print or save the receipt for your records, then click 'Next'

DATAFLOW GATEWAY PAYMENT RECEIPT

DCAS Reference Number	
Category [Private/DCAS Employee]	
Receipt Number	
Receipt Date	
Applicant Name	
Amount	
Passport Number	
Received :	
For Dataflow	
For Applicant	

Please login to DataFlow Gateway www.dataflowgroup.com to follow up on your application status

Disclaimer:

All refund claims are subject to DataFlow approval, and must be submitted within 48 hours from the payment of Primary Source Verification Fees

Step Twenty-Three

- Once done, you will be notified that your case has been forwarded to the DataFlow Group for initiation of the Primary Source Verification process

Your application has been successfully submitted for Licensing Authority: Ministry of Higher Education Sultanate of Oman

Kindly note the application details

Date	:	1/9/2018 12:27:24 PM
Case ID	:	
Name of Applicant	:	
Category Applied For	:	NA

Important Notes

To track the status of your application, click on the 'Check Your Status' button to review your entered details.

In case of any missing information or documents, a grid will display the needed requirements. Once you submit the missing details, the status of your application will be updated automatically.