



أسرتي  
USRATI

# Mabrouk Ma Yak

## User's Guide (English)

مبروك ما ياك

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# USRATI



# HOME PAGE



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# USRATI

Click here to login with UAE PASS

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A single trusted digital identity for all citizens, residents and visitors



# LOGIN



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# LOGIN



ICP Usrati WEB requires that you log in.

Please check the Mobile ID application on your device to confirm your identity.

This page will reload automatically once you complete the operation.  
**Please do not click Back or Refresh button.**



Cancel



Approve the authentication request from UAE PASS in your mobile

Powered by UAE PASS

# LOGIN



إعادة التوجيه إلى بوابة أسرتي.....

**Redirecting to Usrati portal.....**



After authentication approval, the page will be redirected to USRATI portal

# INBOX



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Type here to search



أسرتي  
USRATI

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عربي



Welcome,



Warmest congratulations on the birth of your child. You can apply for all your child's documents here

Apply

Click here to register for your new application

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# BABY INFORMATION PAGE

## Baby Information

Fill in your "Baby Information"

Tracking Number :

Enter the Baby name in Arabic

Baby Name in Arabic \*  4/15

Enter the Baby name in English

Baby Name in English \*

Suggested English spelling for the name

You are eligible to apply leaves in Ajman Human Resources Department. Do you wish to apply?

 Child allowance will be applied automatically with this application in Ajman Human Resources Department system

Move the slider to focus on the face

Uploaded Photo

Photo Preview



Upload the baby photo as per the guidelines

Note: The cropper can be moved to adjust the photo to make the head, ears, neck and shoulder visible

### Photo Guidelines

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible

# BABY INFORMATION PAGE

مریم 4/15

Baby Name in English \*  
Maryam 6/15

[Name Guidelines](#)

Female 01-Jun-2024 10:06 AM University Hospital-Sharjah

You are eligible to apply leaves in Ajman Human Resources Department. Do you wish to apply?

Child allowance will be applied automatically with this application in Ajman Human Resources Department system

[Browse Photo](#) [Valid Photo Size](#)

Note: The cropper can be moved to adjust the photo to make the head, ears, neck and shoulder visible

**Photo Guidelines**

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible

Apply paternity leaves

Click here to view name guidelines

Child allowance applied automatically for Ajman HR

Leave Information

Leave Type	Start Date	End Date	No Of Days
Maternity	03-Jun-2024	30-Aug-2024	90

Maternity leaves applied automatically

Back

Save

Proceed

# LEAVE INFORMATION POPUP

Baby Name in English \*

Marys

## Leave Information

You are eligible for 3 days of paternity leaves within 30 days from the child's date of birth (01-Jun-2024). Please select the dates below:

Start Date Jun 3, 2024	End Date Jun 4, 2024	No Of Days 2	+
Start Date Jun 10, 2024	End Date Jun 10, 2024	No Of Days 1	x

### Guidelines:

- Maternity leaves will be applied automatically for 90 days from the child's date of birth in Ajman Human Resources Department system
- Father is eligible for 3 paternity leaves within 30 days from the child's date of birth
- Saturdays, Sundays and holidays are excluded from the applied leave dates
- Any changes or queries on the applied leaves can be communicated to Ajman Human Resource call center [hri@ajmanhrd.ae](mailto:hri@ajmanhrd.ae)

Cancel

Save

Select the dates for Paternity leaves

Add leaves for different dates using the add leave option

Remove rows using remove option

Apply leaves as per the guidelines

Click "Save" to save the selected dates

# BABY INFORMATION PAGE

 Female

 01-Jun-2024

[Browse Photo](#)

Valid Photo Size

 10:06 AM

 University Hospital-Sharjah

Note: The cropper can be moved to adjust the photo to make the head, ears, neck and shoulder visible

## Photo Guidelines

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible

You are eligible to apply leaves in Ajman Human Resources Department. Do you wish to apply?

 Child allowance will be applied automatically with this application in Ajman Human Resources Department system

Click to cancel paternity leaves

## Leave Information

Leave Type	Start Date	End Date	No Of Days
Paternity	03-Jun-2024	04-Jun-2024	2
Paternity	10-Jun-2024	10-Jun-2024	1
Maternity	03-Jun-2024	30-Aug-2024	90

Click to change the paternity leave dates, if required

[Edit Leaves](#)

Proceed button will be enabled once name in Arabic, name in English, and baby photo have been added.

[Back](#)

[Save](#)

[Proceed](#)

# CONFIRMATION POPUP

- The head, ears, neck and shoulder of the baby should be completely visible



## Confirmation

I hereby confirm that the photo uploaded is as per the guidelines provided:

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- The photo should not be edited using any image editors
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible

I hereby confirm that the name entered is as per the following guidelines:

- Only First Name should be entered
- The English name should be the correct conversion of the Arabic name

No

Yes

Click on "Yes" to accept the Terms and proceed

Leave

Help & Support

About this website

# DOCUMENT DELIVERY OPTION

## Document Delivery Option

Choose from the below options "Home Delivery" or "Collect from Service Center" to receive the documents of your child.

  
Home Delivery

  
Collect from Service Center

### Home Delivery

Tracking Number XXXXXXXXXX

#### Service Center Information

Flat/Villa No. \*  
1002

Emirate \*  
Dubai

Building Name  
Marina Tower

Zone \*  
Dubai City

Street Name  
19 street

Region \*  
Jumeriah 1

Area \*  
Jumeirah 1

Note: If your region is not available, select the nearest available region

Enter the Home Address

#### Information:

If you are opting for "Home Delivery" a nominal fee will be charged and the documents will be delivered to the mentioned address.

Back

Save

Proceed

Click on "Proceed" to go to review page

# DOCUMENT DELIVERY OPTION

## Document Delivery Option

Choose from the below options "Home Delivery" or "Collect from Service Center" to receive the documents of your child.



Home Delivery



Collect from Service Center

### Service Center Information

Tracking Number : | [REDACTED] ;

- Naturalization Department, Shakhboot Bin Sultan St, Mushrif - Abu Dhabi
- Nationality Administration, University street, Al Jurf - Ajman
- Al Sharqi Citizenship Department, Airport Road - Al Fujairah
- Naturalization Department, Sheikh Zayed Road, Jafiliya - Dubai
- Naturalization Department, Al Mamourah Road, Al Nakheel - Ras Al Khaimah
- General Directorate Of Residency And Foreigners Affairs, Bridge No. 6, Airport Street, Al Rahmaniya area - Sharjah
- Nationality and Residence Services Centre - Umm Al Quwain

The collection center will be auto selected based on the Emirate and City of birth

### **i** Information:

If you are opting for "Home Delivery" a nominal fee will be charged and the documents will be delivered to the mentioned address.

Click on "Proceed" to go to review page

Back

Save

Proceed

# REVIEW PAGE

## Application Review

Kindly review your application before making the payment.

Tracking Number : [REDACTED]

### Baby Information

Edit



Baby Name in Arabic  
مريم

Baby Name in English  
Maryam

Click on "Edit" to edit baby's name

### Parents Information

#### Father

Father's Name  
[REDACTED]

Emirates ID  
[REDACTED]

Mobile Number  
[REDACTED]

#### Mother

Mother's Name  
[REDACTED]

Emirates ID  
[REDACTED]

Mobile Number  
[REDACTED]

Click on "Edit" to edit leave information

### Leave Information

Edit

Leave Type	Start Date	End Date	No Of Days
Paternity	03-Jun-2024	04-Jun-2024	2
Paternity	10-Jun-2024	10-Jun-2024	1
Maternity	03-Jun-2024	30-Aug-2024	90

Click on "Edit" to edit delivery option

### Collection Center Information

Edit

Collection Center Name:  
General Directorate Of Residency And Foreigners Affairs

Complete Address:  
Bridge No. 6, Airport Street, Al Rahmaniya area-Sharjah

Please collect the documents from the above selected service center.

Click here to view detailed fees information

### Fees Information

Total Fees | AED 287.04



Back

Pay

# REVIEW PAGE

### Collection Center Information Edit

**Collection Center Name:** General Directorate Of Residency And Foreigners Affairs

**Complete Address:** Bridge No. 6, Airport Street, Al Rahmaniya area- Sharjah

Please collect the documents from the above selected service center.

### Fees Information Total Fees | AED 287.04

<b>Ministry of Health</b> Birth Certificate Issuance Fees	AED 50.00
<b>Ministry of Health</b> Smart Q Health Fees	AED 5.00
<b>Ministry of Health</b> Health Card for Local Less Than Ten Years	AED 25.00
<b>Ministry of Health</b> Smart Cube share of smart forms: Health Card applications	AED 5.00
<b>Ministry of Health</b> Health Card applications, entered by individuals or companies	AED 10.00
<b>Federal Authority for Identity and Citizenship, Customs and Port Security</b> Passport Issuance Fees	AED 10.00
<b>Federal Authority for Identity and Citizenship, Customs and Port Security</b> Passport Issuance Fees	AED 40.00
<b>Federal Authority for Identity and Citizenship, Customs and Port Security</b> EIDA Card Issuance Fees	AED 100.00
<b>Federal Authority for Identity and Citizenship, Customs and Port Security</b> Service Fees	AED 40.00

**Total Fees** (including card charges): **AED 287.04**



Back

Pay

Click on "Pay" button to proceed to payment

# PAYMENT PAGE



English ▾

Payment

287.04 AED

Card



Session time left: 01:21:41

Email

Cardholder Name

Card Number

Month

Year

CVV

February ▾

28 ▾

...

I agree to [Terms&Conditions](#)

Pay Now

Cancel Process

Samsung Pay

Pay

Enter card details  
printed on your card

Click on "Pay now"  
to make the payment

## Invoice Details

### Issuance of Birth Certificate

Service

Amount :

50 AED

Tax Amount :

0.00 AED

Total With Tax :

50 AED

Total

50 AED

### Smart Q health BD

Service

Amount :

5 AED

Tax Amount :

0.00 AED

Total With Tax :

5 AED

Total

5 AED

### Fees of issuing amedical card for a UAE national of a maximum of 10 years renewable every 4 years

Service

Amount :

25 AED

Tax Amount :

0.00 AED

Total With Tax :

25 AED

Total

25 AED

### Smart Cube share of smart forms Health Card applications

Service

Amount :

5 AED

Tax Amount :

0.00 AED

Total With Tax :

5 AED

Total

5 AED

### Health Card applications entered by individuals or companies

Service

Amount :

10 AED

Tax Amount :

0.00 AED

Total With Tax :

10 AED

Total

10 AED

# THANK YOU PAGE

Thank You!



Congratulations! Your payment was successful

Thank you for using Mabrouk Ma Yak service. You will receive an SMS once the application is processed and documents are ready for collection. Once the SMS is received, Please visit the collection center mentioned above to collect your baby documents.

<p>Tracking Number</p> <p>XXXXXXXXXXXX</p>	<p> <b>Baby Name in Arabic/English</b> مريم/Maryam</p> <p> <b>Date of Birth</b> 01-Jun-2024</p> <p> <b>Collection Center</b> الإدارة العامة للإقامة وشؤون الأجانب</p>	<p> <b>Transaction Date</b> 23-Aug-2024 04:34:43 PM</p> <p> <b>Total Amount</b> 287.04 AED</p> <p> <b>Unique Reference Number(URN)</b> 10595850276828449332</p>
--	--	--

In case of any inquiry, Please contact the Call Center Number



Call Center 600522222

Dashboard

Click on "Dashboard" button to go to dashboard

# DASHBOARD

## Dashboard

The dashboard displays seven service cards arranged in three rows. Each card features an icon, a title, a department name, and a status indicator (hourglass icon). The 'Mabrouk Ma Yak' card is highlighted with an orange bar at the top and bottom, and a callout bubble points to it.

Service	Department	Status
Marriage Details	MOJ	Normal
Family Data	ICP	Normal
Housing Assistance	Housing Authority	Normal
Mabrouk Ma Yak	ICP	Active
Pregnancy Care	MOH	Normal
Marriage Grant	MOCD	Normal
Child Care	EHS	Normal
Development Survey	MOCD	Active

Click on "Mabrouk Ma Yak" card to view the status of your application

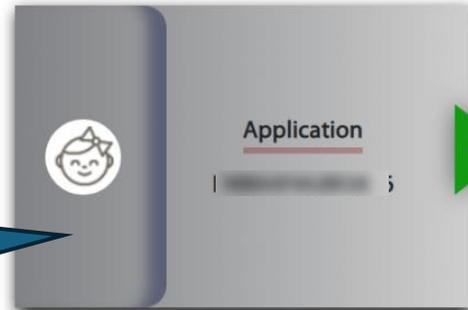
# APPLICATION STATUS

## Application Status

Back

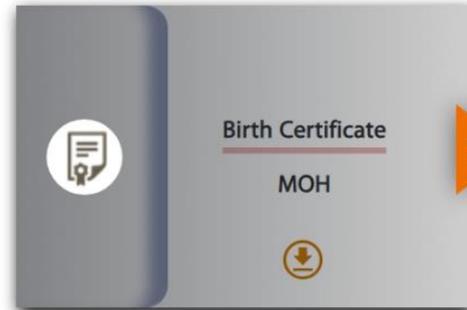
Note: Access more information by clicking on the active card

Click on the application card to view application details



Application  
[Redacted]

This card features a person icon, the title 'Application', a redacted name, and a green checkmark icon on the right side.



Birth Certificate  
MOH

This card features a document icon, the title 'Birth Certificate', the department 'MOH', and a download icon.



Passport  
ICP

This card features a passport icon, the title 'Passport', the department 'ICP', and an hourglass icon on the right side.



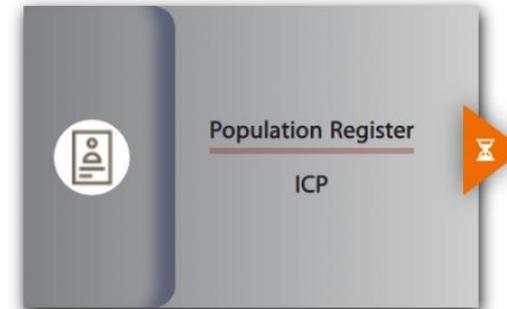
Emirates ID  
ICP

This card features an Emirates ID icon, the title 'Emirates ID', the department 'ICP', and an hourglass icon on the right side.



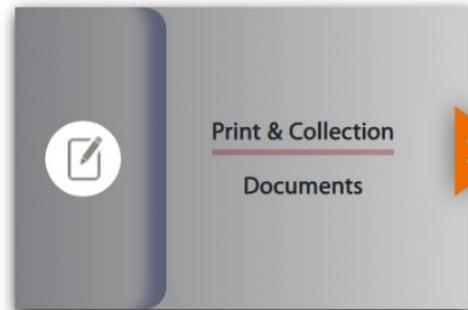
Family Data  
ICP

This card features a document icon, the title 'Family Data', the department 'ICP', and an hourglass icon on the right side.



Population Register  
ICP

This card features a document icon, the title 'Population Register', the department 'ICP', and an hourglass icon on the right side.



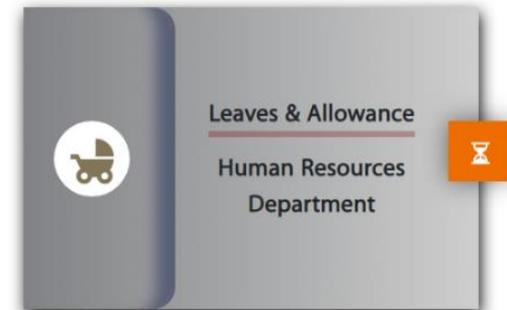
Print & Collection  
Documents

This card features a document icon, the title 'Print & Collection Documents', and an hourglass icon on the right side.



Health Card  
MOH

This card features a document icon, the title 'Health Card', the department 'MOH', and an hourglass icon on the right side.



Leaves & Allowance  
Human Resources  
Department

This card features a baby stroller icon, the title 'Leaves & Allowance', the department 'Human Resources Department', and an hourglass icon on the right side.

# APPLICATION DETAILS POPUP

## Application Status

Back

Note: Access more information



Applicat

NBBAAF4A



Emirates

ICP

Passport

ICP

ulation Register

ICP



## Application

### General

Baby Name English: Maryam

Baby Name Arabic: مريم

Father Name: [REDACTED]

Mother Name: [REDACTED]

Date of Birth: 01-Jun-2024

Place of Birth: University Hospital-Sharjah

### Payment



Payment Status: SUCCESS

Total Amount: AED 287.04

Unique Reference Number(URN):  
10595850276828449332

Transaction Date: 23-Aug-2024 04:34:43 PM

Close

Click on the print icon to print the payment receipt

Click on "Close" button to close the popup

# APPLICATION STATUS

## Application Status

Back

Note: Access more information by clicking on the active card

Click "Back" button to go back to dashboard

 <u>Application</u> MOH 	 <u>Birth Certificate</u> MOH 	 <u>Passport</u> ICP 
 <u>Emirates ID</u> ICP 	 <u>Family Data</u> ICP 	 <u>Population Register</u> ICP 
 <u>Print &amp; Collection Documents</u> Documents 	 <u>Health Card</u> MOH 	 <u>Leaves &amp; Allowance</u> Human Resources Department 

Click on the download icon to download the birth certificate

# PHOTO REUPLOAD- INBOX



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Type here to search



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Welcome,



Your child's photo does not comply to the issued guidelines and has been rejected. Please re-upload the photo

Reupload

Click "Reupload" button to go upload your child's photo again

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# PHOTO REUPLOAD - BABY INFORMATION

## Baby Information

Fill in your "Baby Information" Tracking Number [REDACTED]

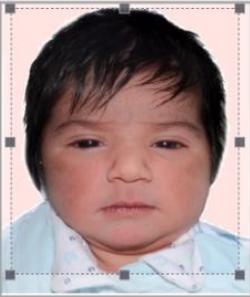
Baby Name in Arabic [REDACTED]

Baby Name in English [REDACTED]

Female  18-May-2024

05:24 AM  CORNICHE HOSPITAL.

**Uploaded Photo**



[Browse Photo](#)

**Photo Preview**



Valid Photo Size

**Note:** The cropper can be moved to adjust the photo to make the head, ears, neck and shoulder visible

**Photo Guidelines**

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible

[Back](#) [Submit](#)

Move the slider to focus on the face

Click "Browse Photo" button to go upload your child's photo again

Upload the baby photo as per the guidelines

Click "Submit" button to submit the new photo

# PHOTO REUPLOAD - CONFIRMATION

05:24 AM

 CORNICHE HOSPITAL.

Browse Photo

Valid Photo Size

Note: The cropper can be moved to adjust the photo to make the head, ears,



## Confirmation

I hereby confirm that the photo uploaded is as per the guidelines provided:

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- The photo should not be edited using any image editors
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible

No

Yes

Click "yes" to submit the photo

Help & Support

ABOUT THIS WEBSITE

# PHOTO REUPLOAD - SUCCESS

## Photo Guidelines

- The file format should be JPEG/JPG
- The photo should be of good quality with minimum dimensions of 350x400 pixels
- The background should be plain white
- The eyes should be open and head should not be covered
- Baby face should be straight and facing forward
- The head, ears, neck and shoulder of the baby should be completely visible



Your baby photo was successfully submitted for processing

OK

Click "ok" to go to dashboard

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# DASHBOARD

## Dashboard

The dashboard features a grid of eight service cards, each with an icon, title, department, and a refresh icon (hourglass). The cards are arranged in three rows. The first row contains 'Marriage Details' (MOJ), 'Family Data' (ICP), and 'Housing Assistance' (Housing Authority). The second row contains 'Mabrouk Ma Yak' (ICP), 'Pregnancy Care' (MOH), and 'Marriage Grant' (MOCD). The third row contains 'Child Care' (EHS) and 'Development Survey' (MOCD). The 'Mabrouk Ma Yak' and 'Development Survey' cards have an orange bar at the top and a refresh icon at the bottom right.

Service	Department	Refresh Icon
Marriage Details	MOJ	Yes
Family Data	ICP	Yes
Housing Assistance	Housing Authority	Yes
Mabrouk Ma Yak	ICP	Yes
Pregnancy Care	MOH	Yes
Marriage Grant	MOCD	Yes
Child Care	EHS	Yes
Development Survey	MOCD	Yes

Click on “Mabrouk Ma Yak” card to view the status of your application

# TRACK DELIVERY - Home



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Click on "Track Delivery" to track your documents delivery status



## Our Services



### Marriage Certificate

View and Download your Marriage Certificate



### Family Data

Apply for an electronic Family Data post your marriage



### Marriage Grant

Apply for a Marriage Grant based on a certain eligibility criteria



### Mass Wedding

Apply for Mass Wedding based on a certain eligibility criteria



### Housing Assistance

Apply for a Housing Assistance based on a certain eligibility criteria



### Pregnancy Care (Coming soon...)

Rich content regarding various pregnancy milestones and parental roles

# TRACK DELIVERY PAGE

## Shipment Status



What is your Mabrouk Ma Yak tracking number?

Enter your Tracking number and click on search



## Track your shipment

Shipment details for the Mabrouk Ma Yak application have been generated and can be tracked below



Check the status of the Delivery

### Shipment Details

Shipment Current Status  
Shipment Created

Shipment Tracking Number  
1000003739033

NRR Application Number  
NR991234567A

### Shipment History

Remarks: AWB number is generated  
Date: 19-May-2021 11:10:00 AM

Call Emirates Post call center for any issues related to delivery

Please enquire our call center using your tracking number in case of any query

Call Center 600599999

Dashboard



**Thank You**