Ministry of Interior
General Directorate of Civil Defence
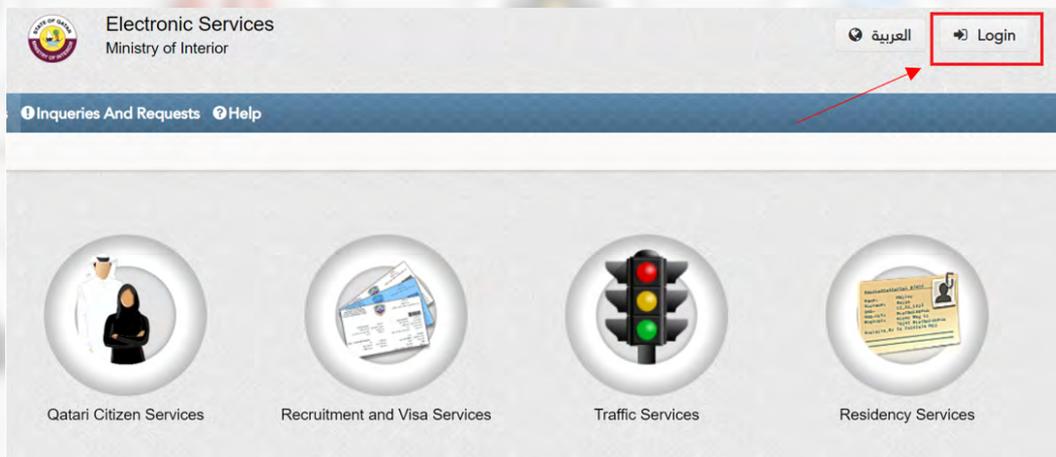
Service:

Exhibitions and Events – Inspection

Obtaining the Civil Defense Services final approval for Events through an application submitted via the Ministry website.

## Request Submission Steps:

1. Visit the E-Services website:
https://eservices.moi.gov.qa

2. Click on "login", a message will appear and request to connect the smart card reader to your

3. When the website recognizes the smart card, the system will request from you to enter the

4. After verifying the password, a list of the capacities linked to the ID number of the user (person, representative, and establishment) will be displayed, so you may submit the application according to the selected User Permissions.
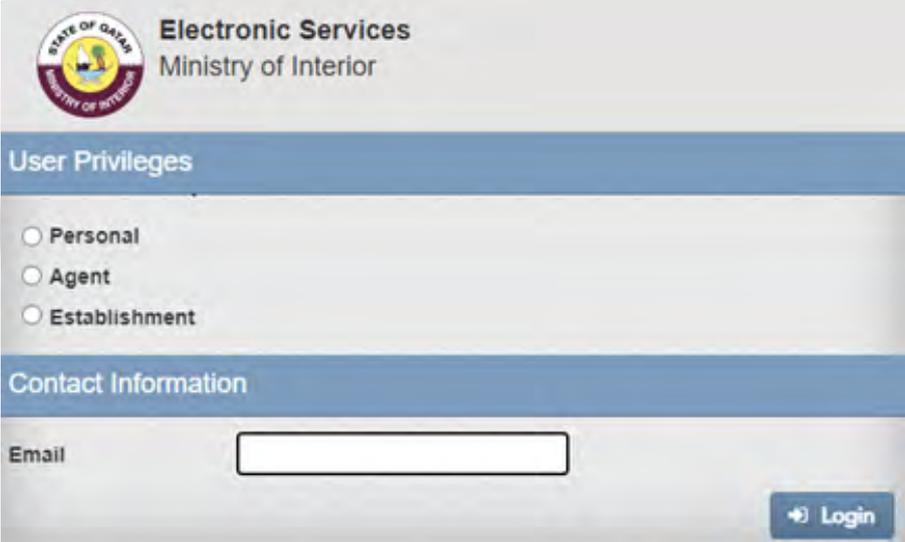
5. Click on the Civil Defense Services icon:

Civil Defense Services

6. Choose "Events and Exhibitions – Inspection" icon:

Events - Inspection
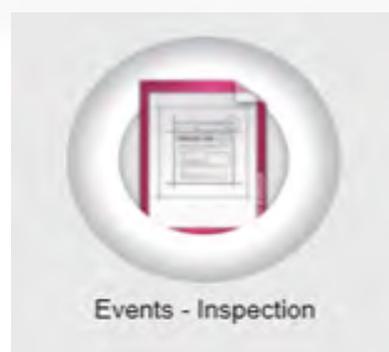
7. Fill in the required fields of the service details as following:

• Applicant information:
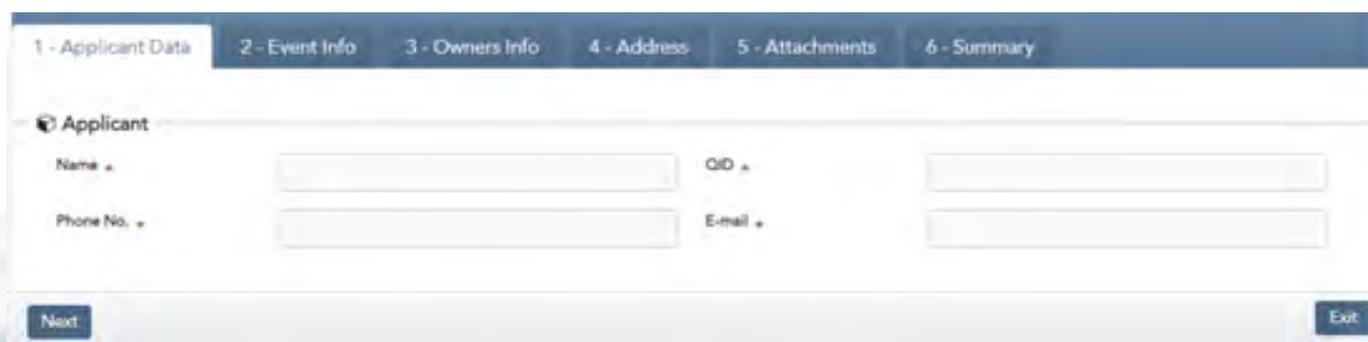
Applicant: the name, ID number, and phone number are filled automatically in login. The email is filled manually.

•The event/exhibition information:

Type of application:

- **New:** Choose "New" on the beginning of the exhibition or event.
- **Extend:** Choose to extend in case the exhibition or event is extended after obtaining "New"..

Initial Request Approval Number:

Insert the approval number of **(Events –Design)** request.

Example: EDAxxxxxxxx

Note: The following information will be registered from the approved (Events –Design) request number

8. Choose "accept the terms and conditions" – a confirmation of the validity of the data and commitment to implement the conditions of the Civil Defense Law no. (25) of 2015 and then press (send).

9. The system will send the request to the Prevention Department to take

10. You can track the request, pay the fees, and print the approval through the platform of (my requests).

11. After clicking "My Requests", all the transactions that have been submitted as (personal / representative / establishment) will be
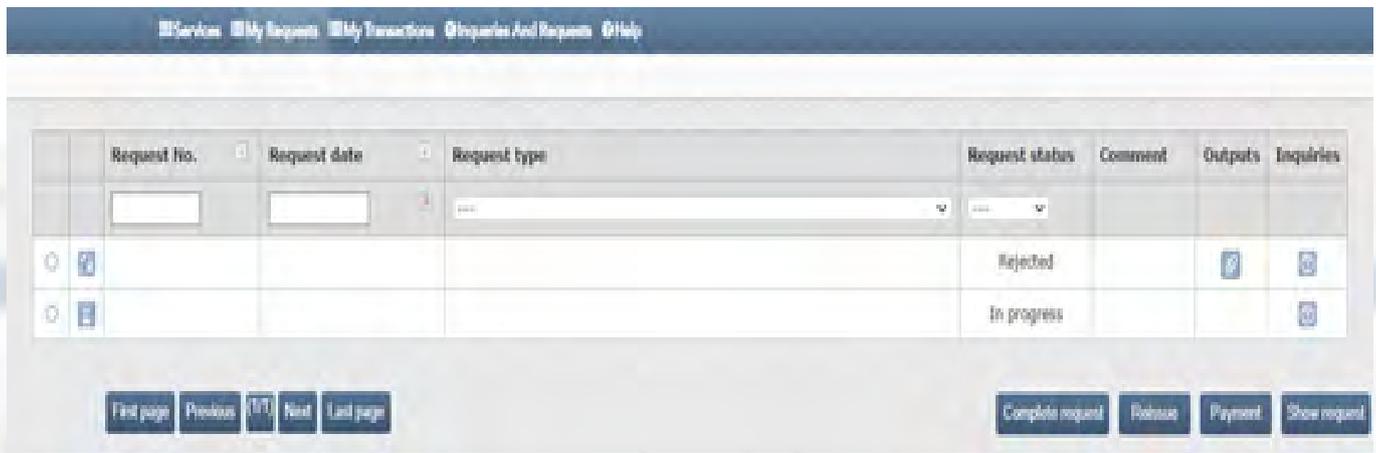
The request must be specified (request completion / resubmission of a request / payment / view request).

- **Request completion:** in case if you want to save the request before completing its submission.
- **Resubmission of the request:** the rejected request can be resubmitted if the requirements are fulfilled.
- **Payment:** to complete the procedures to print the certificate after the issuance of the request approval.

Note: to issue the approval or the technical report, please visit the list of (output).