



Ministry of Interior  
**General Directorate of Civil Defence**



Service:

**Exhibitions and Events – Inspection**

## Service Details:

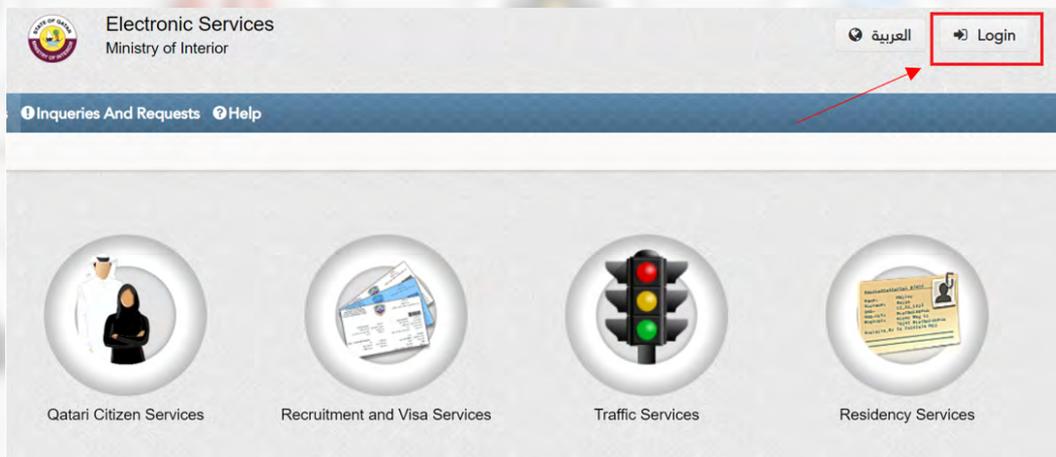
Obtaining the Civil Defense Services final approval for Events through an application submitted via the Ministry website.

### Request Submission Steps:

1. Visit the E-Services website:

<https://eservices.moi.gov.qa>

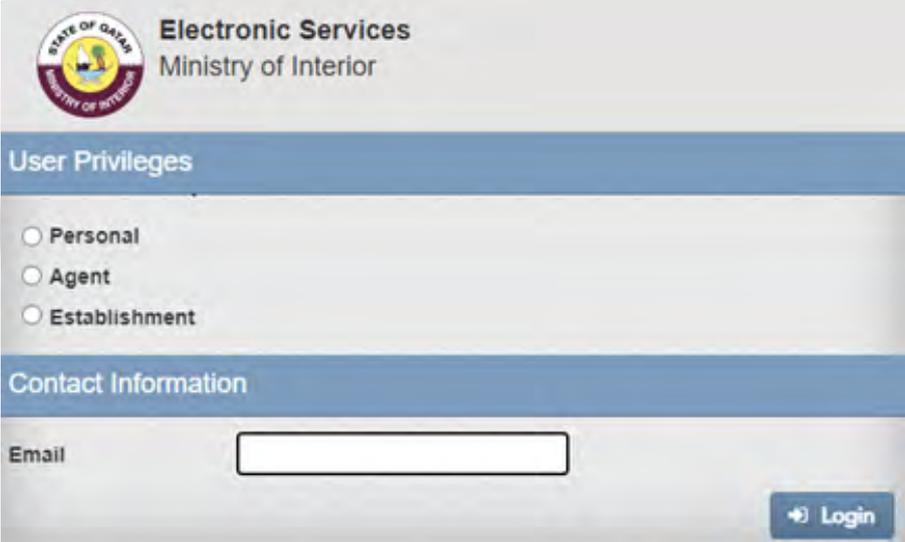
2. Click on “login”, a message will appear and request to connect the smart card reader to your



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.



STATE OF QATAR  
Ministry of Interior

**Electronic Services**  
Ministry of Interior

**User Privileges**

Personal  
 Agent  
 Establishment

**Contact Information**

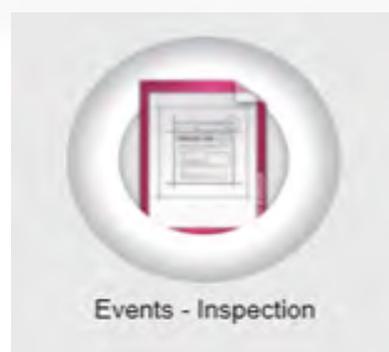
Email

Login

5. Click on the Civil Defense Services icon:

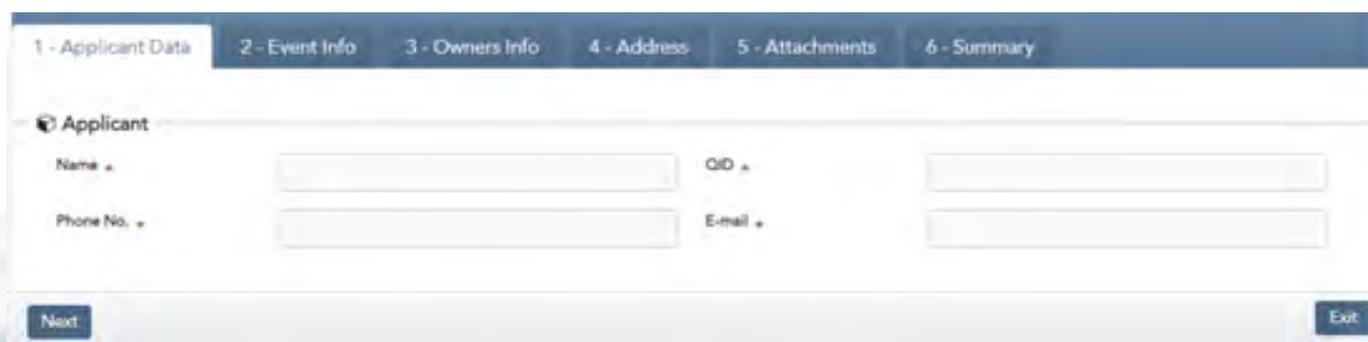


6. Choose "Events and Exhibitions - Inspection" icon:



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

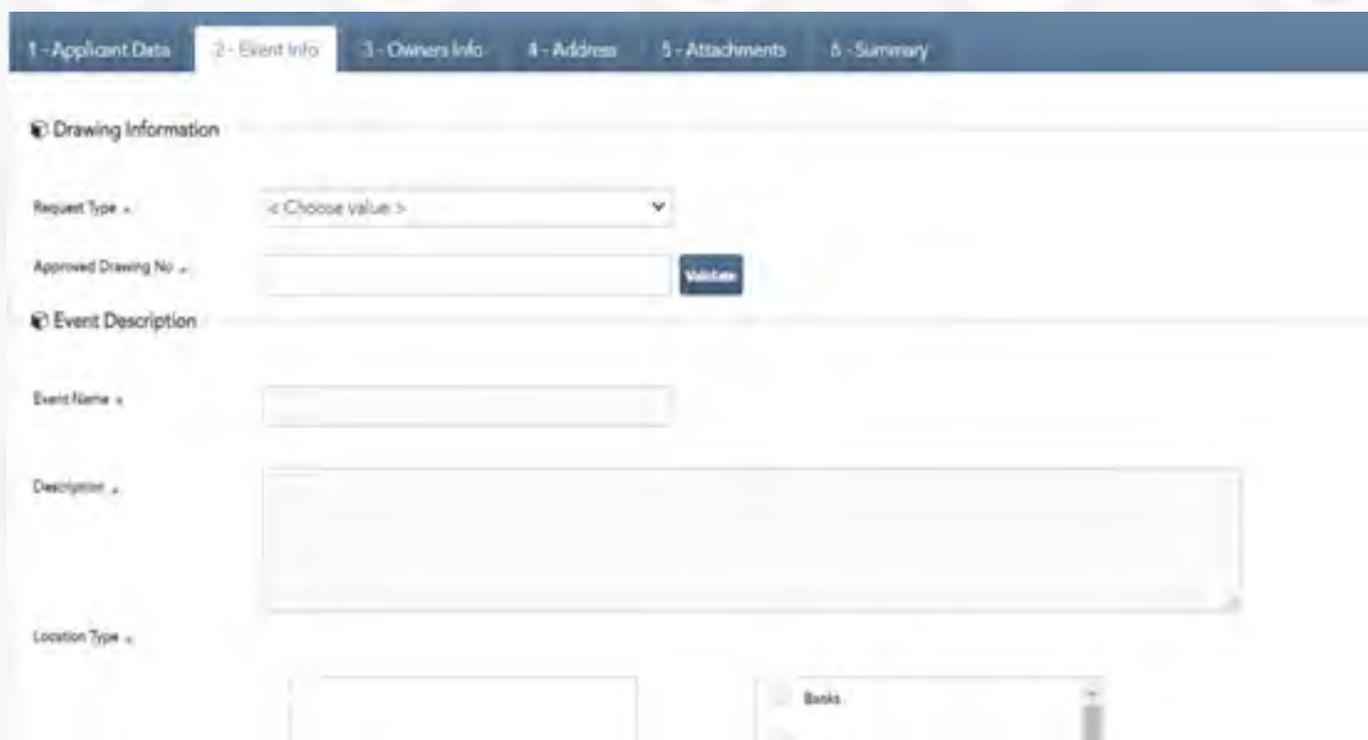
- **Applicant information:**



The screenshot shows a web form with a navigation bar at the top containing six tabs: '1 - Applicant Data', '2 - Event Info', '3 - Owners Info', '4 - Address', '5 - Attachments', and '6 - Summary'. The '1 - Applicant Data' tab is active. Below the navigation bar, there is a section titled 'Applicant' with a minus sign icon. This section contains four input fields: 'Name', 'Phone No.', 'OID', and 'Email'. The 'Name' and 'Phone No.' fields are pre-filled with text. Below the input fields, there are two buttons: 'Next' on the left and 'Exit' on the right.

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

- **The event/exhibition information:**



The screenshot shows a web form with a navigation bar at the top containing six tabs: '1 - Applicant Data', '2 - Event Info', '3 - Owners Info', '4 - Address', '5 - Attachments', and '6 - Summary'. The '2 - Event Info' tab is active. Below the navigation bar, there is a section titled 'Drawing Information' with a minus sign icon. This section contains three input fields: 'Request Type' (a dropdown menu with '< Choose Value >' selected), 'Approved Drawing No.' (a text field with a 'Validate' button to its right), and 'Event Description' (a large text area). Below the 'Event Description' section, there is a section titled 'Event Description' with a minus sign icon. This section contains three input fields: 'Event Name', 'Description' (a large text area), and 'Location Type' (a dropdown menu with 'Banks' selected).

**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:** **EDAxxxxxxx**

**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).

Owner Type: [ ] OIC: [ ] Establishment No.: [ ] Owner Name: [ ]  
Phone: [ ]

Establishment responsible contact data

OIC: [ ] Establishment responsible: [ ] Mobile: [ ]

Address

Zone No.: [ ] Street No.: [ ] Street Name: [ ] Building No.: [ ]  
Building Name: [ ] Last Floor Number: [ ] Lat: [ ] Long: [ ]  
PIN: [ ] Unit No.: [ ] Unit Name: [ ]

I hereby pledge that the information I provided is true and accurate and that I shall be held responsible if proven otherwise.  
 I agree to the Terms and Conditions  
 Committed to implement all the processes of the Civil Defense Law No. (25) for the year 2015.

Previous Send

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

Request sent successfully

Please save the Request Number for later review.

Service type: [ ]  
Request Number: [ ]  
Submit date: [ ]  
OIC: [ ]

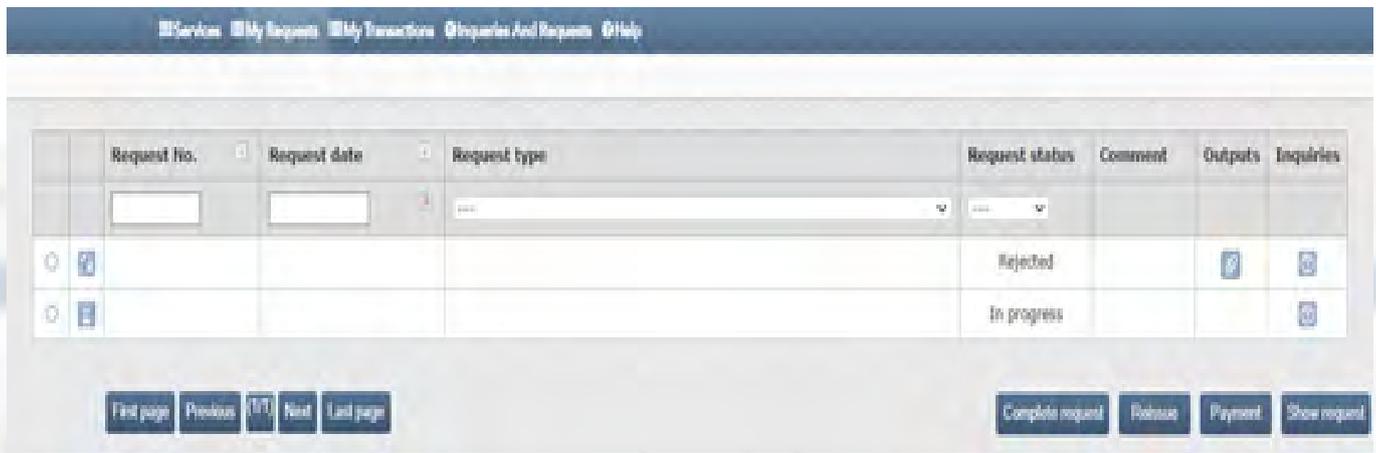
My can review and print request details by click: [View details]

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

Services My Requests My Transactions Inquiries And Requests Help

Qatari Citizen Services Recruitment and Visa Services Traffic Services Civil Defense Services Residency Services  
NOC services Security System Services Exit Permits Services Leave Notification Services Cases Services

11. After clicking “My Requests”, all the transactions that have been submitted as (personal / representative / establishment) will be



Request No.	Request date	Request type	Request status	Comment	Outputs	Inquiries
			Rejected			
			In progress			

Navigation: First page, Previous, Next, Last page

Action buttons: Complete request, Reissue, Payment, Show request

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).