

- **Accreditation Certificates:**

- 1- [Procedures for submitting a visit request and renewing the accreditation certificate for testing and filling stations](#)
- 2- [Procedures for issuing an accreditation certificate for underwater photography company](#)

- **Exception letters and equivalent certificates:**

- 1- [Procedures for submitting a request to issue an exception letter for the workforce](#)
- 2- [Procedures for applying to issue an equivalent certificate for foreign professionals to be submitted within the required documents for the work permit](#)

Steps for requesting a service by e-mail:

First: Submit requests for different services electronically as follows:

- Requesting inspections, requesting a membership letter, and an experience certificate for the technical manager by e-mail in accordance with the procedures described above.
- Requesting an exception letter and an equivalent certificate addressed to the workforce by e-mail in accordance with the procedures described above.
- Test and new card requests through the CDWS online portal, according to the procedures described above.

The application and documents will be reviewed and response is within a maximum period of two working days, in case the documents meet the requirements you will be provided with a date of delivery for the service according to its type.



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Second: all payments should be done via bank transfer, no cash payments shall be accepted

[\(Click here to view the CDWS bank account details\)](#)

Third: service delivery

- Regarding the membership letters and the technical manager's experience certificate, after providing all the needed documents, and the proof of payment via e-mail or WhatsApp, the CDWS will send the letter or the certificate directly to the Ministry of Tourism and the technical manager will not need to visit the CDWS headquarters
- Regarding the delivery of the exception letters, equivalent certificates, ISO certificates, accreditation certificates and the CDWS ID cards, after providing all the needed documents, and the proof of payment via e-mail or WhatsApp, the membership department will contact the technical manager to arrange for an appointment to maintain the proper social distance. When visiting the CDWS headquarters, make sure to follow [the attached regulations](#) for your safety.

Regards,

The Chamber of Diving and Water Sports



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