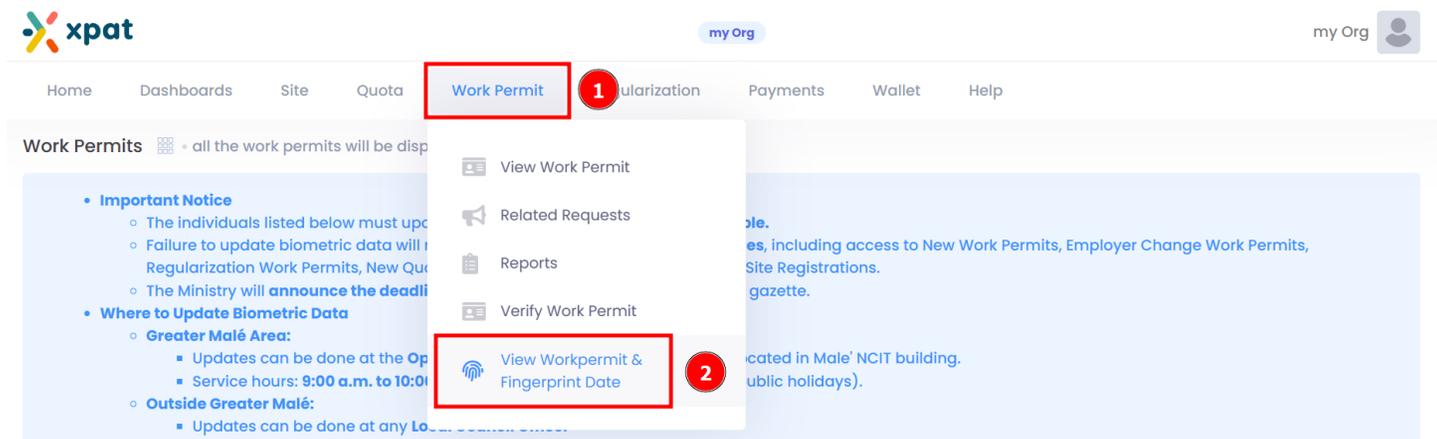


BIOMETRIC UPDATES & REPORTS USER GUIDE

How to navigate to Work Permit & Fingerprint Date live view report

Login to <https://xpat.egov.mv> and go to “work permit” and click on “View Workpermit & Fingerprint Date”



List View

Work Permits all the work permits will be displayed below

- Important Notice**
 - The individuals listed below must update their biometric data **as soon as possible**.
 - Failure to update biometric data will result in a **temporary suspension of services**, including access to New Work Permits, Employer Change Work Permits, Regularization Work Permits, New Quota Pools, Quota Increases, and New Work Site Registrations.
 - The Ministry will **announce the deadline/s** for completing biometric updates on gazette.
- Where to Update Biometric Data**
 - Greater Malé Area:**
 - Updates can be done at the **Operation Kurangi Joint Operation Center** located in Male' NCIT building.
 - Service hours: **9:00 a.m. to 10:00 p.m., Saturday to Thursday** (excluding public holidays).
 - Outside Greater Malé:**
 - Updates can be done at any **Local Council Office**.
 - Service is available during **official government working days** and follows the local council office's operating hours.

Work Permits are listed starting from the oldest fingerprint update date (i.e., those not updated since 17-Nov-2023 appear first).

Search by workpermit number / passport number / person name

Showing 31 to 35 of 35 items (4 / 4 pages)

Workpermit Number	Employee Name	Passport Number	Country	Workpermit Status	Latest fingerprint updated date
WP00944486	Slot tester	PP789478	Angola	ISSUED (ARRIVED)	14-Jun-2023
WP009444541	FirstName MiddleName LastName	PPnumber	Myanmar	ISSUED (ARRIVED)	16-Jul-2023
WP009444566	Fetcher	FF1231546	Afghanistan	ISSUED (ARRIVED)	20-Jul-2023
WP009444570	Kirby Louis Brooks Wilkins	555	Bahrain	ISSUED (ARRIVED)	20-Jul-2023
WP009444630	Sasha Jaquelyn Ross Robles	873	Malawi	ISSUED (ARRIVED)	01-Aug-2023

Showing 31 to 35 of 35 items (4 / 4 pages)

How to take Work Permit Biometric Report

Step 1: Go to “work permit” and click on “Reports”. Click on “+ New Report”.

The screenshot shows the xpat dashboard with the following elements:

- Navigation menu: Home, Dashboards, Site, **Work Permit** (circled 1), Regularization, Payments, Wallet, Help.
- Work Permit summary cards: Issued (137), Expiring (65), Expired (64).
- Dropdown menu for Work Permit: View Work Permit, Related Requests, **Reports** (circled 2), Verify Work Permit, View Workpermit & Fingerprint Date.
- + New Report button (circled 3).
- Report Requests table:

Request number	Submitted On	Report Type	Remarks	Status	
RP/2025/20	03-Feb-2025	Workpermit Report	Report issued	Issued	Part 1

Step 2: Click “Workpermit Biometric Report” and click “Next”

The screenshot shows the 'Report Details' form with the following elements:

- Presets: Simple Work Permit Overview, Basic Fee Report (last 3 months), **Workpermit Biometric Report** (circled 1).
- Report Type: Workpermit Report.
- Select Required Data Fields: Workpermit Number, Employee Name, Country, Passport Number, Linked Sites, Workpermit State, **Latest Fingerprint Date** (circled 2).
- Data Field: Is issued and active, Condition: Is, Yes.
- Buttons: CANCEL, **NEXT** (circled 2).

Optionally, you may add additional data fields

The system will begin generating the required report, displaying the status as “Processing.” Once completed, the status will update to “Issued,” and you can proceed to download it. (view while report processing below)

A maximum of 5 reports per day can be generated for each report type. Additionally, only one report can be processed at a time.

Report Requests displayed are report requests + New Report

Showing 1 to 10 of 31 items (1 / 4 pages)

Request number	Submitted On	Report Type	Remarks	Status
RP/2025/22	05-Feb-2025	Workpermit Report		Processing
RP/2025/21	05-Feb-2025	Workpermit Report	Report issued	Issued Part 1
RP/2025/18	30-Jan-2025	Workpermit Report	Report issued	Issued Part 1

View once report is ready

Report Requests displayed are report requests + New Report

Showing 1 to 10 of 31 items (1 / 4 pages)

Request number	Submitted On	Report Type	Remarks	Status	
RP/2025/22	05-Feb-2025	Workpermit Report	Report issued	Issued	3 Part 1
RP/2025/21	05-Feb-2025	Workpermit Report	Report issued	Issued	Part 1
RP/2025/18	30-Jan-2025	Workpermit Report	Report issued	Issued	Part 1
RP/2025/17	30-Jan-2025	Workpermit Report	Report issued	Issued	Part 1
RP/2025/16	30-Jan-2025	Workpermit Report	Report issued	Issued	Part 1
RP/2025/15	30-Jan-2025	Workpermit Report	Report issued	Issued	Part 1
RP/2025/13	29-Jan-2025	Workpermit Report	Report issued	Issued	Part 1 Part 2

Click the parts to download. (multiple parts only if the file is too large)

Additional information

Where to find the Fingerprint last updated on date within the work permit view:

Summary Cancellation Work Permit Fee Card Medical Deposit Refund Missing Payments Slot Change Visa Visa Fee

Sample Person 1 WP00945122 WRI/2024/554

QP00000027 (QS00002095) QS00002095 Commercial Cleaner, office Afghan 7123456

Quota Work Type: TEST QUOTA POOL DIVISION 4

Quota remaining days: 281

Is Regularization: No

Passports: J6SKO6ZG8PQT

Work permit fee is required

Fingerprint last updated on: 27-Nov-2024

Client Occupation: -

Status

Issued (Arrived)

Issued On

27-Nov-2024

Arrived On

27-Nov-2024

Expiry On

25-Feb-2025